

Environment Online

Submit a new Industry Regulation licence or works approval application

22 May 2025



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

Summary

This guide demonstrates the process of submitting a new licence or works approval application to Industry Regulation for assessment using Environment Online.

Prerequisites

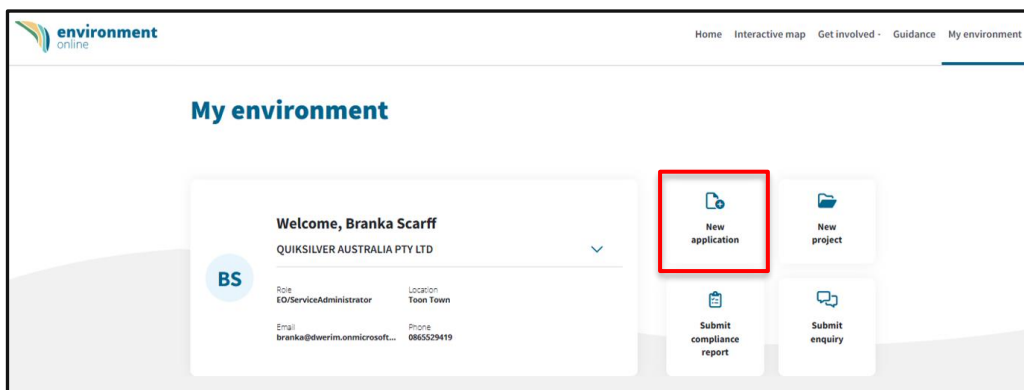
You must be a registered user to submit an application for assessment in Environment Online. Depending on the login type used and whether you are representing an entity, some details may be provided by selection or manual entry. Guidance on registering and logging in to Environment Online is available on [the Login page](#) under the 'Get started guide'.

Applications are submitted within the **My environment** dashboard.

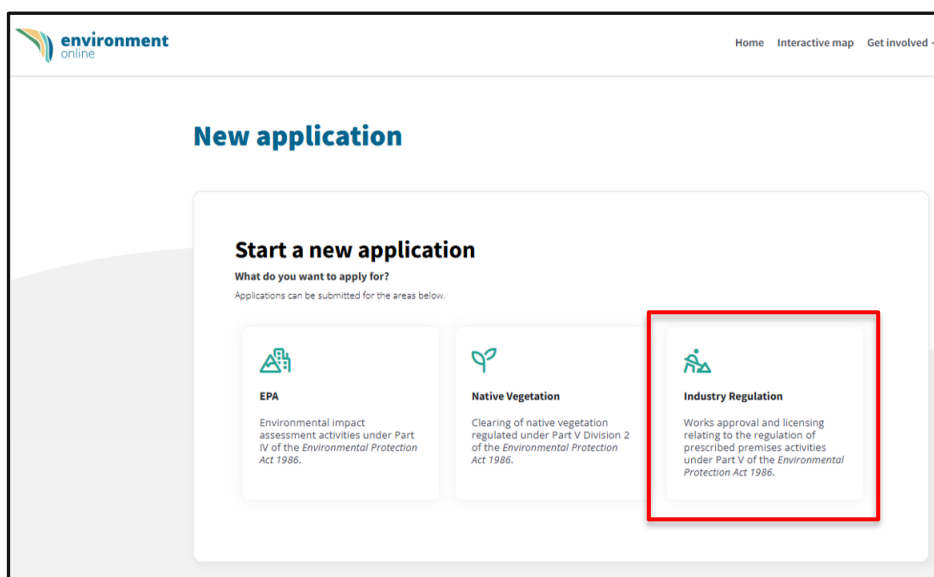
If you need assistance with registering in Environment Online, please contact our friendly support team. You can reach us by phone at 1800 161 176 during our contact hours, 8:30am-5pm (AWST), Monday to Friday, or by email at eosupport@dwer.wa.gov.au.

Submit an application for a new licence or works approval

1. From the **My environment** dashboard, select **New application**.



2. Select the **Industry Regulation** tile.



3. On the **Industry Regulation** new application page, choose an option from the **What type of application do you want to create?** drop-down menu and select **New**.
4. Choose an application type from the **Select application type** drop-down menu and select **New instrument**.
5. Choose an option from the **Select application activity** drop-down menu and select **Licence or Works approval**.
6. Choose the relevant project from the **Select a project** drop-down menu.
7. Choose an **Industry sector** most applicable to your application.
8. Choose an **Industry** most applicable to your application.

Note: If you do not have a current project, select **Create a new project** to create one. This is a mandatory field; the project name should be related to the purpose of the application or the premises name that will be listed on your licence or works approval.

9. Select **Start application**.

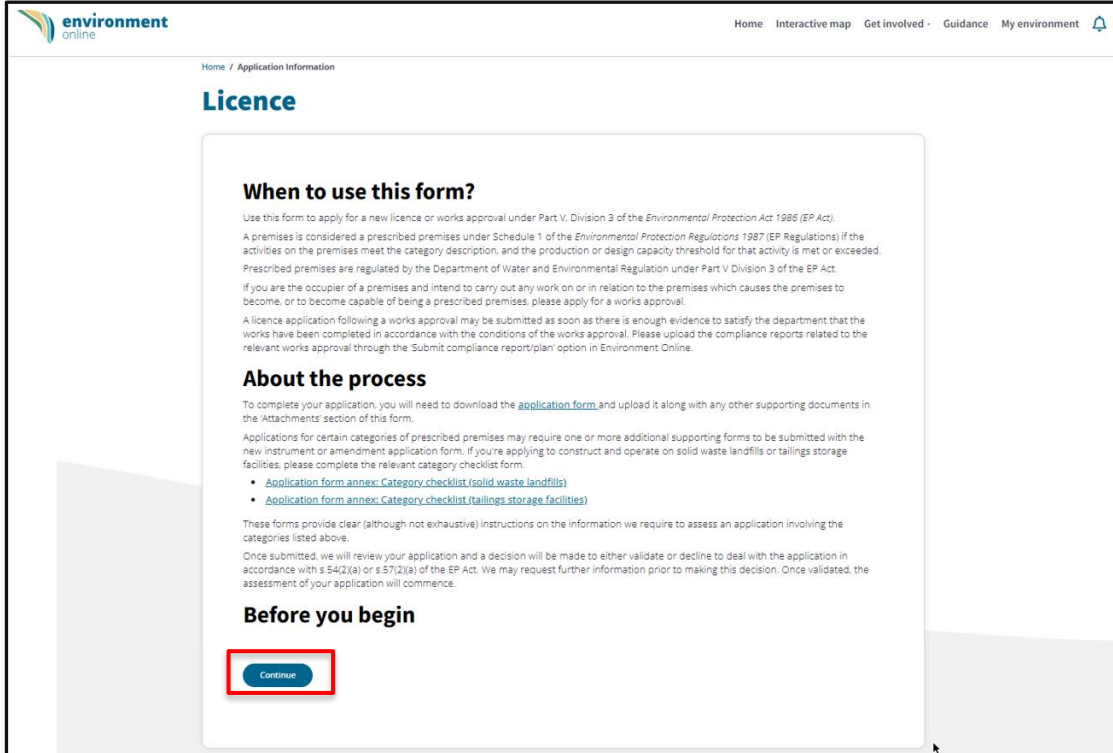
The screenshot shows the 'New application' page for 'Industry Regulation' on the 'environment online' website. The page has a navigation bar with links for 'Home', 'Interactive map', 'Get involved', 'Guidance', and 'My environment'. The main heading is 'New application'.

The form is titled 'Industry Regulation' and contains the following fields:

- What type of application do you want to create? ***: A dropdown menu with 'New' selected. A red arrow points to this field.
- Select application type ***: A dropdown menu with 'New instrument' selected. A red arrow points to this field.
- Select application activity ***: A dropdown menu with 'Select' selected. A red arrow points to this field.
- Select a project ***: A dropdown menu with 'Please select' selected. A 'Create a new project' button is visible to the right. A red arrow points to this field.
- Industry sector ***: A dropdown menu with 'Select' selected. A red arrow points to this field.
- Industry ***: A dropdown menu with 'Select' selected. A red arrow points to this field.

At the bottom of the form, there is a blue button labeled 'Start application' which is highlighted with a red box. A red arrow points to this button.

10. Familiarise yourself with the **New Licence or Works approval** page, then select **Continue**.



environment online Home Interactive map Get involved Guidance My environment

Home / Application Information

Licence

When to use this form?

Use this form to apply for a new licence or works approval under Part V, Division 3 of the *Environmental Protection Act 1986 (EP Act)*. A premises is considered a prescribed premises under Schedule 1 of the *Environmental Protection Regulations 1987 (EP Regulations)* if the activities on the premises meet the category description, and the production or design capacity threshold for that activity is met or exceeded. Prescribed premises are regulated by the Department of Water and Environmental Regulation under Part V Division 3 of the EP Act. If you are the occupier of a premises and intend to carry out any work on or in relation to the premises which causes the premises to become, or to become capable of being a prescribed premises, please apply for a works approval. A licence application following a works approval may be submitted as soon as there is enough evidence to satisfy the department that the works have been completed in accordance with the conditions of the works approval. Please upload the compliance reports related to the relevant works approval through the 'Submit compliance report/plan' option in Environment Online.

About the process

To complete your application, you will need to download the [application form](#) and upload it along with any other supporting documents in the 'Attachments' section of this form.

Applications for certain categories of prescribed premises may require one or more additional supporting forms to be submitted with the new instrument or amendment application form. If you're applying to construct and operate on solid waste landfills or tailings storage facilities, please complete the relevant category checklist form.

- [Application form annex: Category checklist \(solid waste landfills\)](#)
- [Application form annex: Category checklist \(tailings storage facilities\)](#)

These forms provide clear (although not exhaustive) instructions on the information we require to assess an application involving the categories listed above.

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 54(2)(a) or 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

[Continue](#)

11. On the **Applicant details** page, confirm all your details are correct and ensure all mandatory information is entered. An asterisk (*) indicates mandatory details. Select **Next**.

Note: If you are not the applicant and are submitting on behalf of the applicant, select the **Search** icon to select the applicant. You can authorise a user to represent an entity by following the steps outlined in the [Representing an Entity Knowledge Article](#).

Save and exit

APP-0196119
New instrument
PRJ-0097348 - Honey Project

Applicant details

Details have been populated from your account. Select the search button to nominate an alternative user as the applicant. Any user who is authorised to represent the entity may be selected from the list.

Applicant Details
The applicant will be recorded as the instrument holder.

Branka Scarff

Full name *
Branka Scarff

Email *
branka@dwerim.onmicrosoft.com

Phone *
0865529419

Address
Prime House, 8 Davidson Terrace
Joondalup WA 6027
Australia

Contact Details
Are the primary contact details for the application the same as the applicant?

No Yes


Save **Next**

If there is a different contact nominated for any correspondence from the department regarding this application, please select **No** under **Contact Details**.

Note: To provide an additional person access to a project, the person must be registered in Environment Online (EO) and given access to the relevant project. Please refer to the 'Assign Access to a Project' guide for more details on how to do this - [Article · Assign Access to a Project](#) .

Note: if you have selected the **log in with Your Email** method, you will have access to limited services in Environment Online. You must provide the following **Entity Details** under the **Applicant details** page and then select **Next**.

Save and exit


APP-0196120
New instrument
PRJ-0097213 - Honey Party

Applicant details

Details have been populated from your account. Select the search button to nominate an alternative user as the applicant. Any user who is authorised to represent the entity may be selected from the list.

Applicant Details
The applicant will be recorded as the instrument holder.

Branka Scarff

Entity Details

Organisation

Full Name

ABN

ACN

IARN

Organisation

Full Name

12. On the **Premises details** page, enter the **Premises description**, **Premises name**, **Street address**, **Local government area**, **Suburb**, **Postcode**, and select **Next**.

Save and exit

APP-0196119
New instrument
PIJ-0097348 - Honey Project

Applicant details

Premises details

Categories

Attachments

Review and submit

Premises details

The premises in Schedule 1 of the EP Regulations are prescribed premises for the purposes of Part V of the EP Act. In this section, define the premises that this application relates to. There is guidance for boundary setting in [Guideline: Industry Regulation Guide to Licensing](#).

Premises description

Provide the premises land description or relevant tenure (whole or part to be specified), as applicable:

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

Enter premises description here

Premises name

Ruby Premises

Street address

1 Perth Street

Local government area

City of Perth

Suburb

Perth

Previous Save **Next**

- Complete the **Categories** page, select **+ Add** to enter the **Premises, Waste, and Discharge** categories, and then select **Next**.

Categories

Premises categories

The production or design capacity should be the maximum capacity of the premises. For most categories, the production or design capacity refers to an annual rate. List all categories relevant to the application below.

Premises component + Add

Category	Capacity range	Specific capacity	Actions
13 - Crushing of building material	More than 100 000 but not more than 500 000 tonnes per year	50000	+

Part 2 Waste categories

If your premises includes one or more of the following categories, specify any applicable Part 2 waste amounts. Do not include Part 2 waste components of these discharges in the below sections. Categories: 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54a, 70, 83, or 85. Part 2 waste means waste consisting of - (a) sludge, or (b) sludge, or (c) water to which mining effluent, or (d) flyash, or (e) waste water from a desalination plant.

Part 2 waste + Add

Waste type	Amount	Actions
4204 - Flyash	More than 10 000 but not more than 100 000 tonnes per year	+

Part 3 Discharge categories

Choose the appropriate location of the discharge and enter the discharge amounts in the units specified in the EP Regulations. This should be the amount of waste expected to be discharged over the next 12 months, expressed in the units and averaging period applicable for that waste kind (for example, g/minute or g/day).

Discharge to air + Add

Waste type	Location/qualifier	Unit	Discharge	Actions
Carbon monoxide	More than 1 000 000 tonnes per year	g/day	700000	+

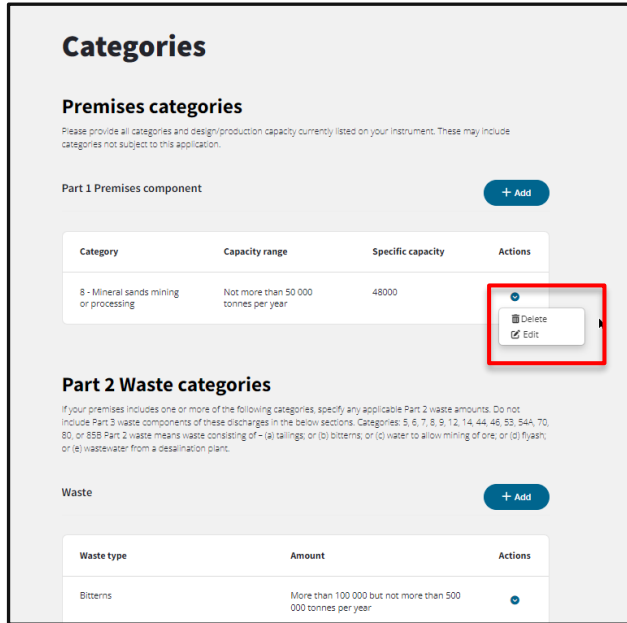
Discharge to water + Add

Waste type	Location/qualifier	Unit	Discharge	Actions
341 - Aluminium	Anywhere in Western Australia	kg/day	6000	+

← Previous
Save
Next →

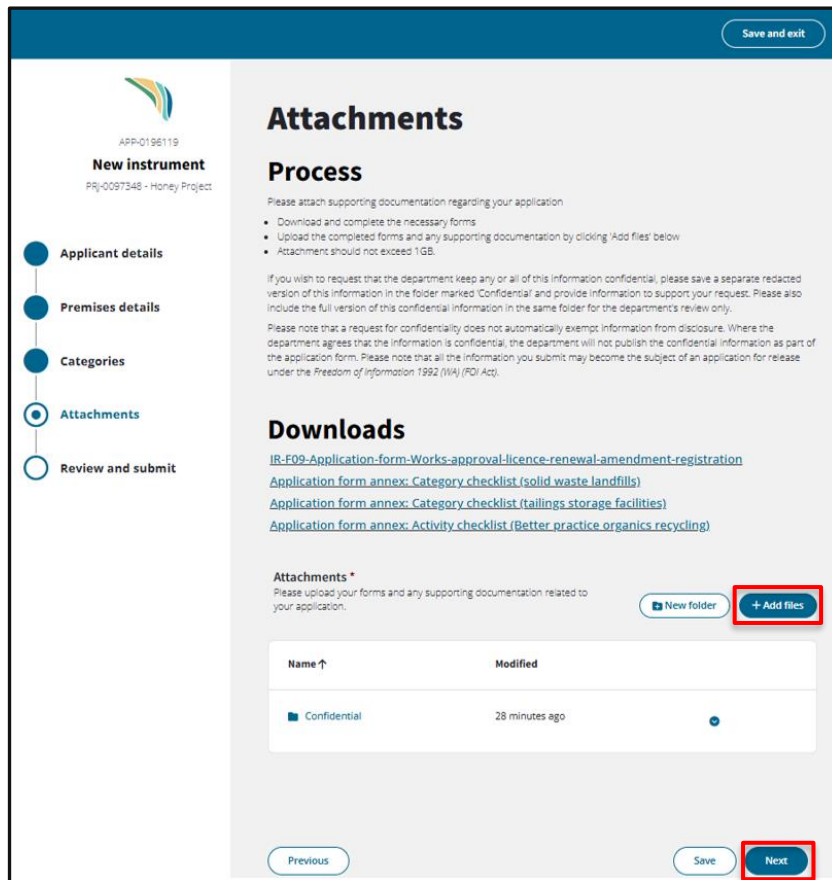
Note: select 'not applicable' for applications with no discharge. If not selected, the application will not be able to be submitted.

Note: To delete or edit a **Category**, select the **blue arrow** under '**Actions**' and select **Delete** or **Edit**.



13. Select the **+ Add files** button on the **Attachments** page to include any supporting documentation, then select **Next**.

Note: If any of your application documents are required to be treated as '**Confidential**', please provide a redacted version of the relevant files in the 'Confidential' folder and include the information to support the reason for confidentiality under Part 14 of the Application form.



14. Confirm all details on the **Review and submit** page have been entered. Select the drop-down arrow to view your details.
15. Confirm the categories and any applicable discharges in the **Fee components** are correct.
16. An estimated application fee will be displayed.
17. Select the check box to confirm **authority**.
18. Select **Submit**.

Review and submit

Please review the information you have provided.

- Applicant details
- Premises details
- Categories
- Attachments

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	\$2172.50
Part 2 waste components	\$9375.00
Part 3 waste components	\$31250.00
Your total amount: \$42797.50	

Confirmation

Please check the box to confirm delegated authority and proceed with your application.

I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the department regarding this application.

Previous Save **Submit**

19. Confirm your application by selecting **Confirm & submit**.

Confirm application submission

Important Notice

Please confirm the information provided in this application is accurate and complete. By proceeding, your application will be verified to ensure it contains all the information required and automatically submitted.

Cancel **Confirm & submit**

20. When successfully submitted, a confirmation page will appear. Take note of the **reference number**, then select the **Go to My Environment** button to return to your dashboard.

The screenshot shows the 'environment online' website's confirmation page. The page title is 'Thanks for submitting a new instrument'. The breadcrumb trail is 'Home / Confirmation'. The main content area is divided into sections: 'Application details', 'Next steps', 'Assessment process', and 'Expected timeframes'. The 'Application details' section contains the reference number 'APP-0196119'. The 'Next steps' section includes 'Assessment process' and 'Expected timeframes'. The 'Expected timeframes' section includes a list of actions that do not include time taken by the applicant to: pay the prescribed fee, submit further information in response to a written request, or respond to draft documents or instruments, or a notice of the department's intended refusal to grant. A 'Return to My Environment' button is located at the bottom of the main content area.

environment
online

Home Interactive map Get involved - Guidance My environment

Home / Confirmation

Thanks for submitting a new instrument

Application details

Your application reference number is: **APP-0196119**.

You have successfully submitted your application. The department will be in touch with you shortly.

Next steps

Assessment process

After the application has been accepted, the department may request more information to support the application.

Expected timeframes

The department's target timeframe to decide on any application begins on the day the application is received, or on the next business day if it is received on a public holiday or outside normal business hours. Timeframes are not statutory; however, they are in place to provide efficiency targets for the department and some degree of certainty for applicants. The department's target timeframe for completing the assessment of an application is 60 business days.

The timeframe does not include time taken by the applicant to:

- pay the prescribed fee;
- submit further information in response to a written request; or
- respond to draft documents or instruments, or a notice of the department's intended refusal to grant.

[Return to My Environment](#)

