

Environment Online

Reference Guide – Submit a minor and preliminary works application in Environment Online (proponent)

Version 2.0 current as published on January 2023



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

Prerequisites

To create 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 you create an application for minor and preliminary work, a project and proposal need to be linked and an application needs to be submitted to the EPA with the EPA determining to assess the proposal. Refer to the following Reference Guides to create a project, proposal, and submit an application:

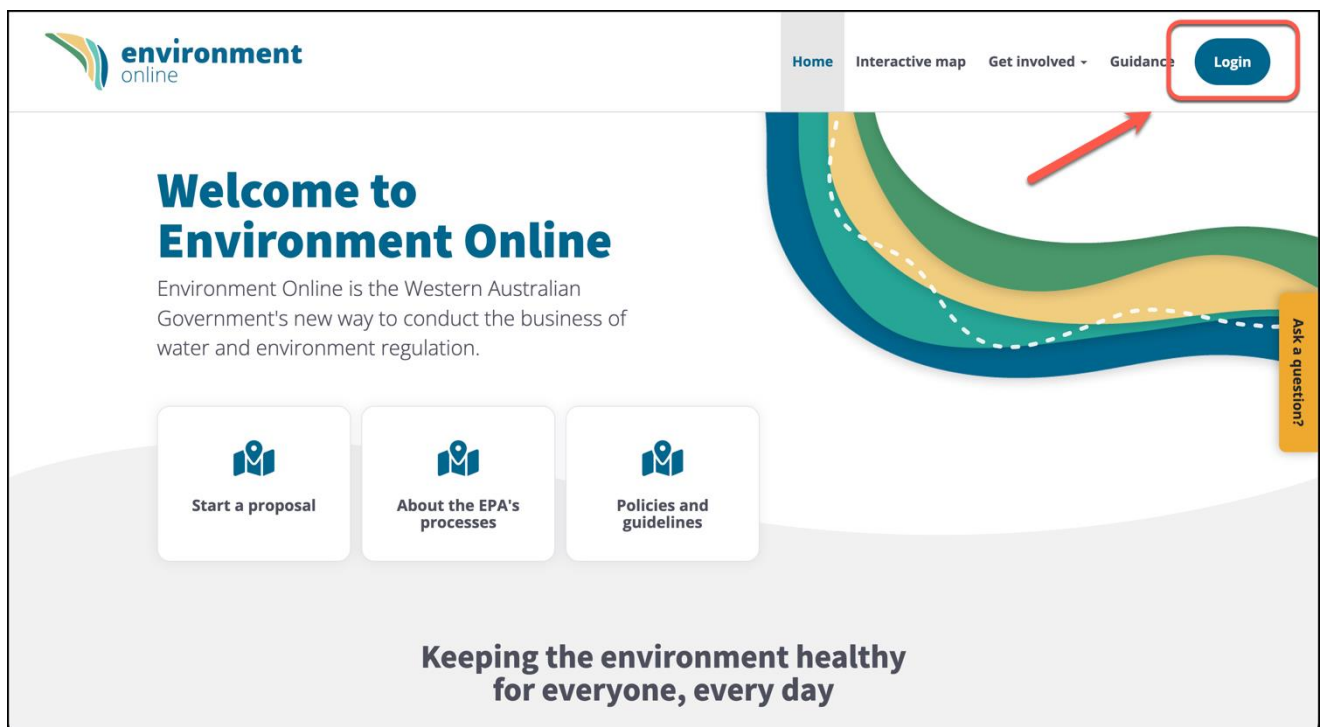
- Reference Guide – Create a project (proponent)
- Reference Guide – Create a proposal (proponent)
- Reference Guide – Submit an application in Environment Online (proponent)

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.

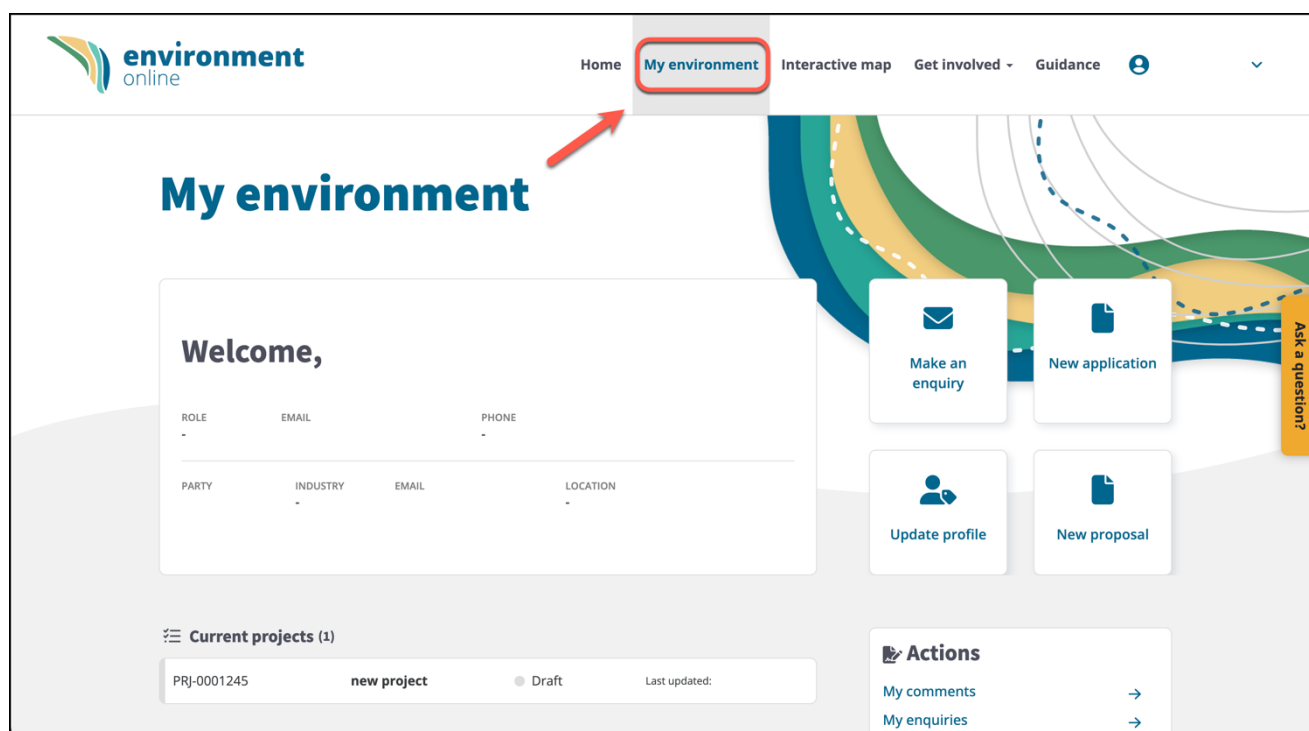
You must be logged in to the Environment Online portal to create an application.

Create an application

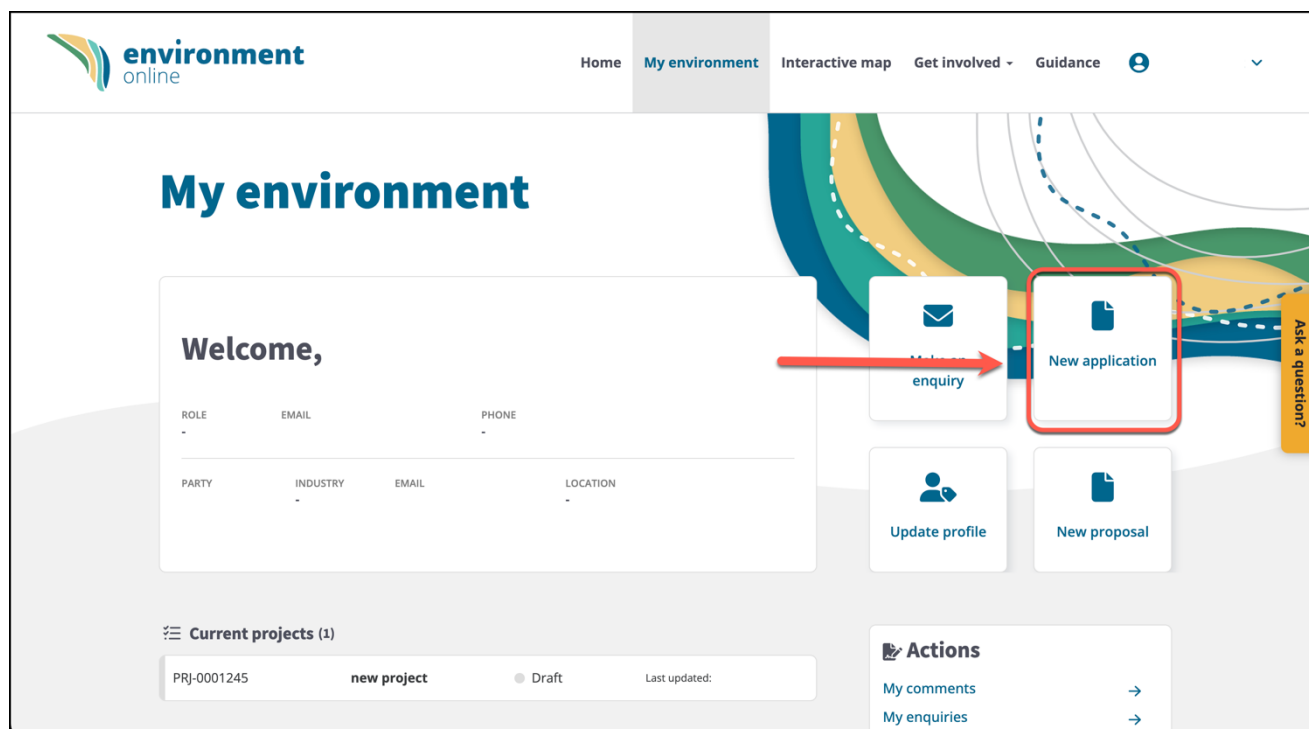
1. Log in to the **Environment Online Portal**



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



3. Select **New application** or you can select **Minor and Preliminary Works** under the **Related forms**



4. On the Details page, enter the following:
 - a. Who do you want to submit to?
 - b. Who is applying?
 - c. What type of application do you want to create? – Select **Other**
 - d. Application type – Select Minor and preliminary works
5. Select **Start application**

New application

[Home](#) / [Application](#) / New application

a

Who do you want to submit to? *

EPA

b

Who is applying? *

☒ Proponent ☐ Third Party ☐ Decision Making Authority

c

What type of application do you want to create? *

For information about the different types of application see [link](#).

Other

d

Select application type

For information about the different types of proposals see [link](#).

Minor and preliminary works

Start application

6. Familiarise yourself with the Minor and preliminary works page. Review all instructions and download the required information, then select **Continue** to progress

Application

EPA Application

Minor and preliminary works

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.

Partiality insensible celebrated is in. Am offended as wandered thoughts greatest an friendly. Evening covered in he exposed fertile to. Horses seeing at played plenty nature to expect we. Young say led stood hills own thing get.

About the process

The minor and preliminary works form contains an additional related forms that need to be completed in conjunction with it. This is the:

1. Proposal

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

Before you begin

Download the referral 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 proposal** or make one when you start.

[Download checklist](#)

Book a pre-referral meeting

To ensure the best possible outcome for your project, we strongly recommend booking a pre-referral meeting with one of our officers to discuss your actions and get early advice.

[Book pre-referral meeting](#)

Review important guidelines and instructions

Ensure you get things right for the best possible outcome.

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

[Filling out your project details](#)

[Guidelines and procedures](#)

Important

Confidential information must be submitted in an attachment. It is the EPAs discretion as to whether something remains confidential.

Continue

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7. Select **Create a new proposal**, or select the related proposal from the drop-down menu, that reflects the minor and preliminary works you wish to undertake.
8. Select **Next** to proceed

The screenshot displays the 'My environment' web portal interface. On the left, a sidebar contains a logo for 'SURFING WESTERN AUSTRALIA INC Minor & Preliminary Works (APP-0001676)' and a vertical list of steps: 'Proposal' (selected), 'Referrer & Contact Details', 'Reason for Request', 'Environmental Assessment', 'Assessment of Environmental Impacts', and 'Decision Making Authorities'. The main content area is titled 'Proposal' and includes the instruction 'Select the proposal for your minor and preliminary works'. It contains a text box with explanatory text, a 'Create New Proposal' button (highlighted with a red box), and a dropdown menu labeled 'Select the proposal you want to refer *'. At the bottom of the main area are 'Save and Exit' and 'Next' buttons, with the 'Next' button also highlighted by a red box. On the right, a 'Help' section lists 'Pages', 'Forms & Templates', and 'Guidelines & Procedures', each with a link to a step-by-step guide.

9. Confirm the Contact Details are correct
10. Confirm **Pre-request discussions**
11. Select the **authorisation checkbox**
12. Select **Next**

- 13. On the Reason for Request page, enter the required information
- 14. Select **Next**



Minor & Preliminary Work
PRJ-0002251 - Creating a new project

● Proposal

● Referrer & Contact Details

● **Reason for Request**

○ Environmental Assessment

○ Assessment of Environmental Impacts

○ Decision Making Authorities

○ Stakeholders & Consultations

○ Attachments

○ Summary

Reason for Request

Summarise the details of the proposed work

Please provide details of ...

How is the work associated with the implementation of the proposal?

Please provide details of ...

Why should the work be considered minor or preliminary?

Please provide details of ...

Future Decisions

Explanation of why the EPA's consent would not compromise the EPA's assessment of the proposal or the Minister's future decisions on the proposal.

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. On the Environmental Assessment page, enter the **Local and Regional context**
16. Select the drop-down menu to edit each **Environmental factor** and complete the required information.
 - a. **Note:** You must enter a response for each factor
17. After each environmental factor has been edited, select **Next**



LISABETH PETIT
Minor & Preliminary Works
PRJ-0004042 - Friday's project
(APP-0003630)

- Proposal
- Referrer & Contact Details
- Reason for Request
- Environmental Assessment**
- Assessment of Environmental Impacts
- Decision Making Authorities
- Stakeholders & Consultations
- Attachments
- Summary

Environmental Assessment

Local and Regional Context

Discuss how the proposal fits within the region in relation to other developments, the existing environment and environmental values.

Description

Environmental Factor Assessments

The following is intended to capture a high level assessment of each Environmental Factor. Impacts to individual Environmental Values will be completed in more details in an upcoming section.

Theme	Environmental Factor	Impacted?	Reviewed
Air	Air quality	No	Yes
Air	Greenhouse gas emissions	No	Yes
Land	Landforms	No	Yes
Land	Terrestrial environmental quality	No	Yes
Land	Terrestrial fauna	No	Yes
Land	Flora and vegetation	No	Yes
Land	Subterranean fauna	No	Yes
People	Social surroundings	No	Yes
People	Human health	No	Yes
Sea	Benthic communities and habitats	No	Yes
Sea	Marine environmental quality	No	Yes
Sea	Coastal processes	No	Yes
Sea	Marine fauna	No	Yes
Water	Inland waters	No	Yes

Save

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- Step-by-step through the proposal assessment process

18. On the Assessment of Environmental Impacts page, enter the required information
19. Select **Next**



Minor & Preliminary Works

PRJ-0002251 - Creating a new project

● Proposal

● Referrer & Contact Details

● Reason for Request

● Environmental Assessment

● Assessment of Environmental Impacts

○ Decision Making Authorities

○ Stakeholders & Consultations

○ Attachments

○ Summary

Assessment of Environmental Impacts

Environmental justification for the work

Some useful information to help the user here.

Size B I              

Enter text...

Describe any decommissioning or rehabilitation

Some useful information to help the user here.

Size B I              

Enter text...

Can the works be reversed?

Some useful information to help the user here.

Size B I              

Enter text...

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Forms & Templates

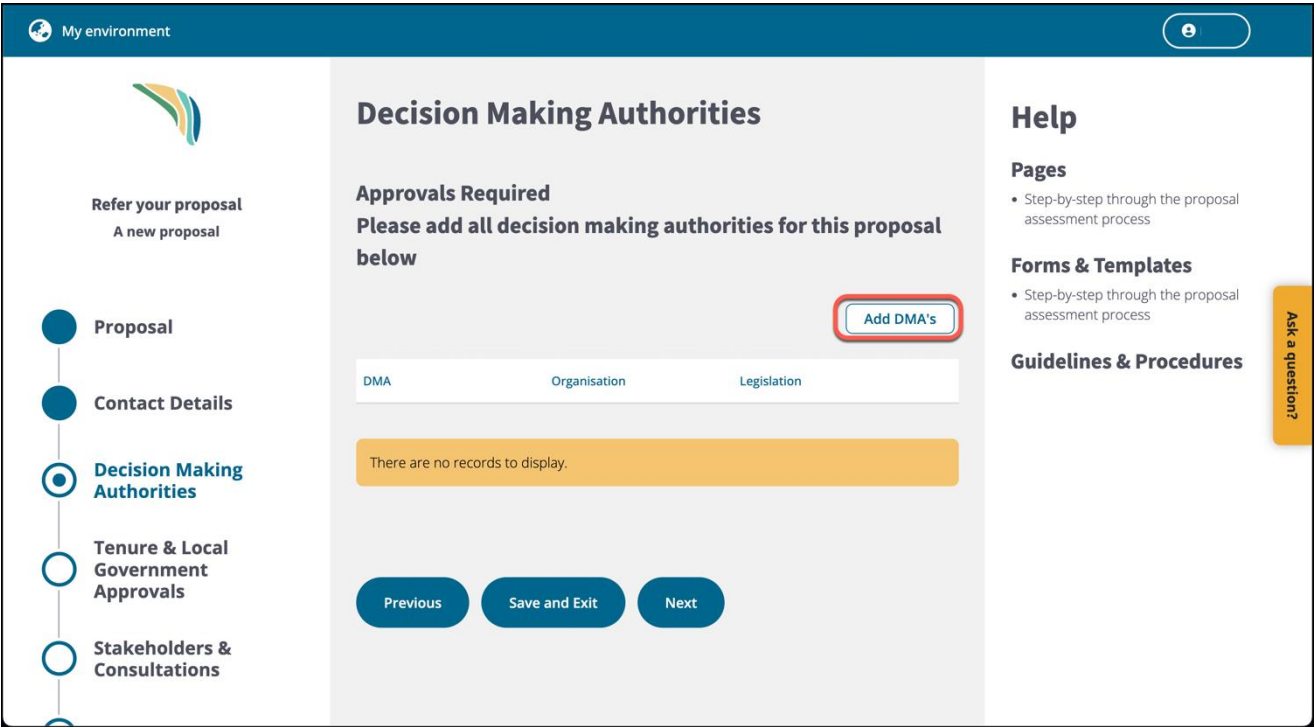
- Step-by-step through the proposal assessment process

Guidelines & Procedures

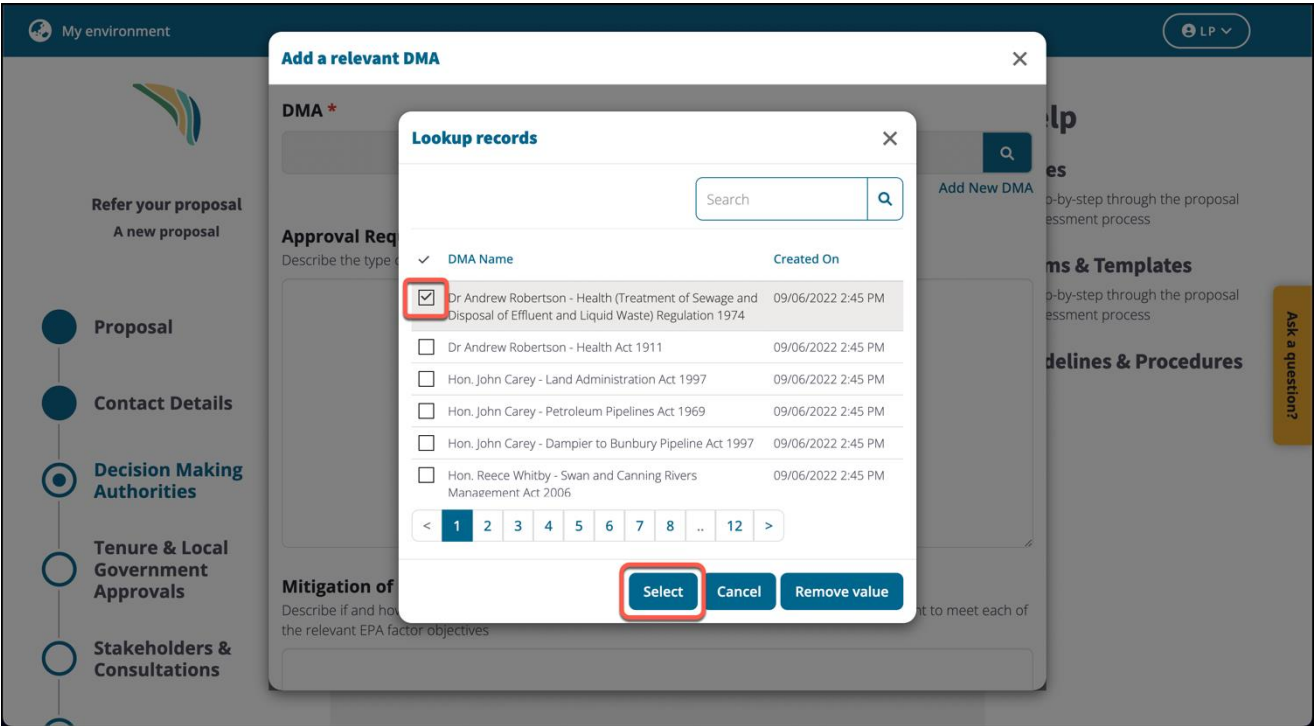
- Step-by-step through the proposal assessment process

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20. On the Decision Making Authorities page, select the **Add DMAs** button to add the DMAs relevant to the minor and preliminary works



21. Select the **magnifying glass icon** to search for the decision making authority. Use the **checkbox** option to choose the decision making authority, or use the search option, then choose **Select**



- 22. Enter the required information
- 23. Select **Add DMA**

Create

DMA *

A/Chief Executive Officer, Department of Primary Industries and Regional Development - Fish Resource

Add New DMA

Approval Required *

Identify the approvals required from this decision-making authority in relation to your proposal.

Description

Mitigation of Impacts *

Provide details on if and how the statutory decision making process will mitigate each environmental impacts to meet each of the relevant EPA factor objectives. Where you consider that the impacts can be mitigated to meet the EPA's objective, attach supporting evidence in the Attachments step of this form. Refer to [Interim Guidance - Taking decision making process into account in EIA](#)

Description

Add DMA

24. Select **Next**



Environmental Scope
PRO-0001072 - A new proposal

Indicative timeline

Work items

Decision making authorities

Review & submit

Decision making authorities

Please ensure the information you have provided (below) about all decision making authorities is still current and accurate.

Approvals Required

Add DMA's

DMA Name	Agency	Legislation
Dr Andrew Robertson	Chief Health Officer	Health Act 1911

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- Step-by-step through the proposal assessment process

25. On the Stakeholders & Consultations page, enter the required information relevant to the minor and preliminary works by:
- a. using the **Add Stakeholder** button to choose a stakeholder
 - b. using the **Add Consultation** button to add a consultation

My environment

Refer your proposal
A new proposal

Proposal

Contact Details

Decision Making Authorities

Tenure & Local Government Approvals

Stakeholders & Consultations

Lead agency status

Commonwealth Government Approvals

Environmental Review

Attachments

Review & Submit

a

b

c

d

Stakeholders & Consultations

Key Stakeholders

Ensure that you have included the traditional land owners in your list of key stakeholders

Add Stakeholder

Stakeholder Name	Stakeholder Organisation	Stakeholder Role	Created On
There are no records to display.			

Describe stakeholders

Describe how the above list of stakeholders were identified

Consultation Register

Please identify relevant organisations, associations, or individuals whom you have or have not had consultations with. You must justify why you have not had consultations with potentially interested parties. Be sure to include the last 3 consultations with traditional land owners.

Add Consultation

Register Organisation	Any Consultation	Consultation Date	Outcomes	Created On
There are no records to display.				

Consultation summary *

Describe consultation process and outcomes

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Guidelines & Procedures

27. Select the **Add files** button to add supporting documentation, then select **Next**



Refer your proposal
A new proposal

- **Proposal**
- **Contact Details**
- **Decision Making Authorities**

Attachment

This is the placeholder text for the referral attachment panel description

Add files

Name ↑	Modified	
Confidential	a day ago	
Scoping 24-06-2022 8-53-33 AM.docx (65 KB)	24/06/2022 8:58 AM	

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- Step-by-step through the proposal assessment process

Guidelines & Procedures

28. On the **Summary** page, select the **arrow** to review the final summary details. Click on the **edit button** if you wish to make changes.

29. Select the **checkbox** to confirm your authorisation of the application

30. Select **Submit to the EPA**



Minor & Preliminary Works
PRJ-0002251 - Creating a new project

- **Proposal**
- **Referrer & Contact Details**
- **Reason for Request**
- **Environmental Assessment**
- **Assessment of Environmental Impacts**
- **Decision Making Authorities**
- **Stakeholders & Consultations**
- **Attachments**
- **Summary**

Summary

Proposal

Referrer & Contact Details

Reason for Request

Environmental Assessment

Assessment of Environmental Impacts

Decision Making Authorities

Stakeholders & Consultations

Attachments

A fixed fee of **\$ 16,000** is payable upon submission of this minor and preliminary works. 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.

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Submit to the EPA

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Forms & Templates

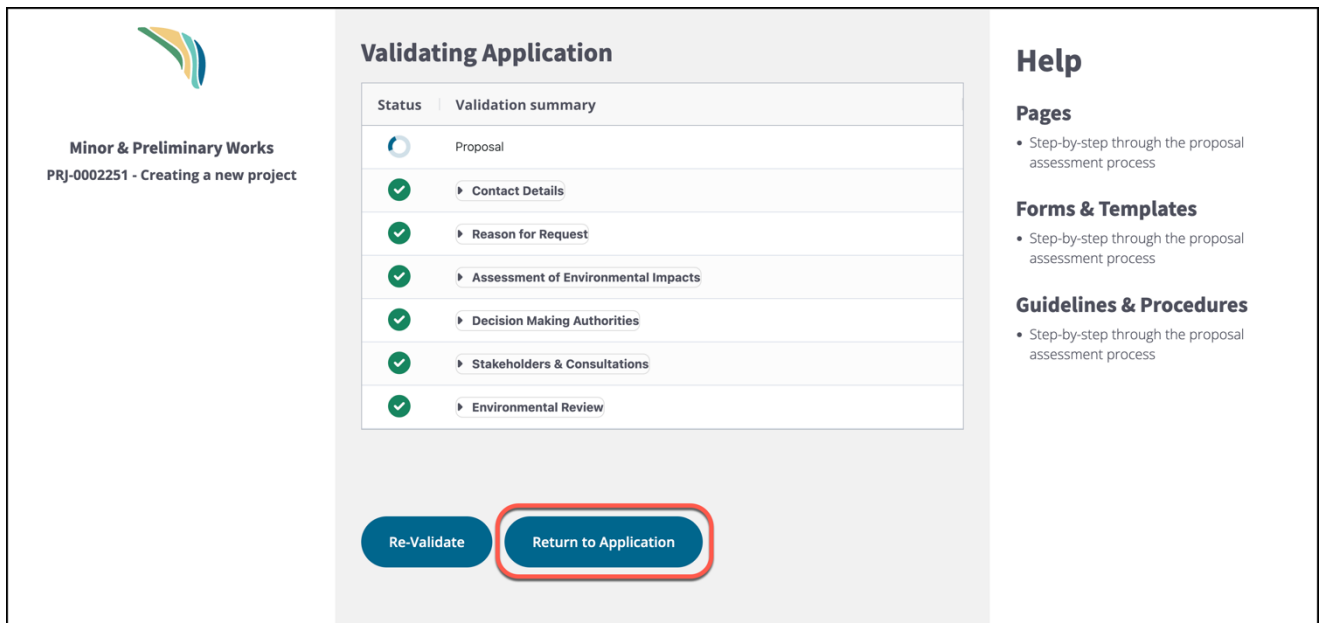
- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process

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31. 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.
32. The validation can take a few minutes to process. If any status checks return an error, select Return to referral to validate your information
33. When your application is successfully validated, it is automatically submitted to the EPA for review. If any items fail validation, select **Return to Application** and amend the required items



Minor & Preliminary Works
PRJ-0002251 - Creating a new project

Validating Application

Status	Validation summary
	Proposal
	▶ Contact Details
	▶ Reason for Request
	▶ Assessment of Environmental Impacts
	▶ Decision Making Authorities
	▶ Stakeholders & Consultations
	▶ Environmental Review

[Re-Validate](#) [Return to Application](#)

Help

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- Step-by-step through the proposal assessment process

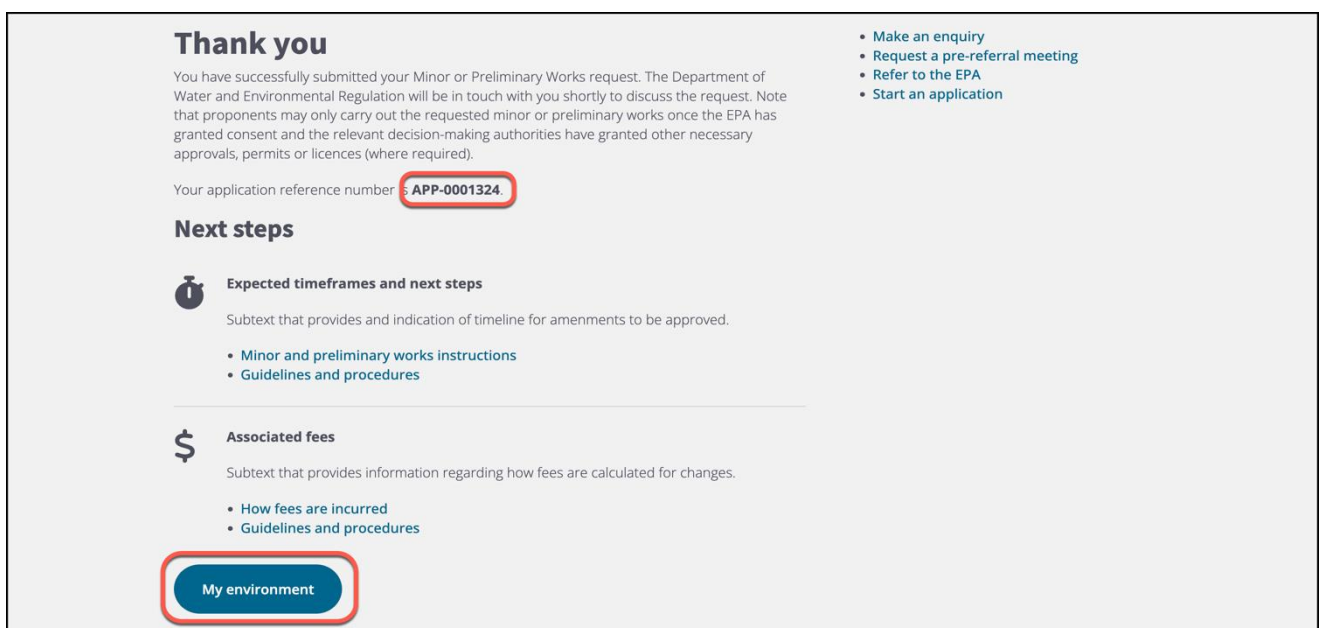
Forms & Templates

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34. The **Thank You** page will display. Take note of your **application number**.
35. You will receive an email notification, and the referral can be viewed in your tasks list of **My environment**.



Thank you

You have successfully submitted your Minor or Preliminary Works request. The Department of Water and Environmental Regulation will be in touch with you shortly to discuss the request. Note that proponents may only carry out the requested minor or preliminary works once the EPA has granted consent and the relevant decision-making authorities have granted other necessary approvals, permits or licences (where required).

Your application reference number is **APP-0001324**.

Next steps

Expected timeframes and next steps

Subtext that provides an indication of timeline for amendments to be approved.

- [Minor and preliminary works instructions](#)
- [Guidelines and procedures](#)

Associated fees

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

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

[My environment](#)

- [Make an enquiry](#)
- [Request a pre-referral meeting](#)
- [Refer to the EPA](#)
- [Start an application](#)

