

Environment Online

# Submit a new Industry Regulation registration

22 May 2025



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

## Summary

This guide demonstrates the process of submitting a new registration application to Industry Regulation for assessment.

## Prerequisites

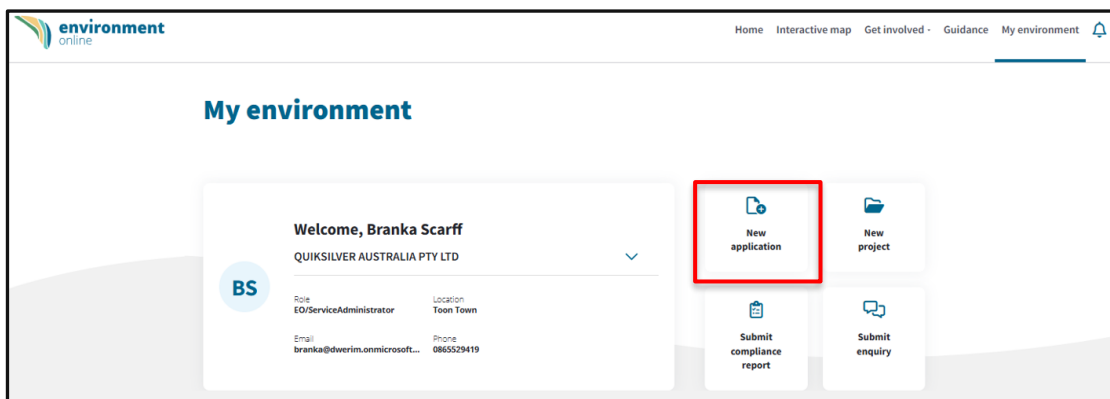
You must be a registered user to submit an application for assessment in Environment Online. Depending on the login type used and whether you are representing an entity, some details may be provided by selection or manual entry. Guidance on registering and logging in to Environment Online is available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

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

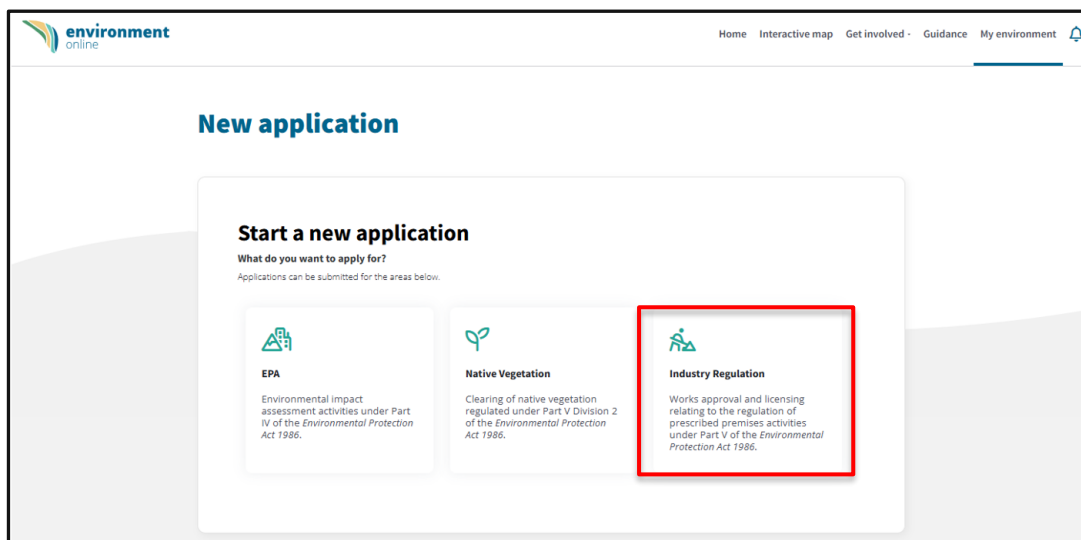
If you need assistance with registering in Environment Online, please contact our friendly support team. You can reach us by phone at 1800 161 176 during our contact hours, 8:30am-5pm (AWST), Monday to Friday, or by email at [eosupport@dwer.wa.gov.au](mailto:eosupport@dwer.wa.gov.au).

## Submit an application for a new registration

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 registration**.
5. Choose a project from the **Select a project** drop-down menu.
6. Choose an **Industry sector** most applicable to your application.
7. 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.

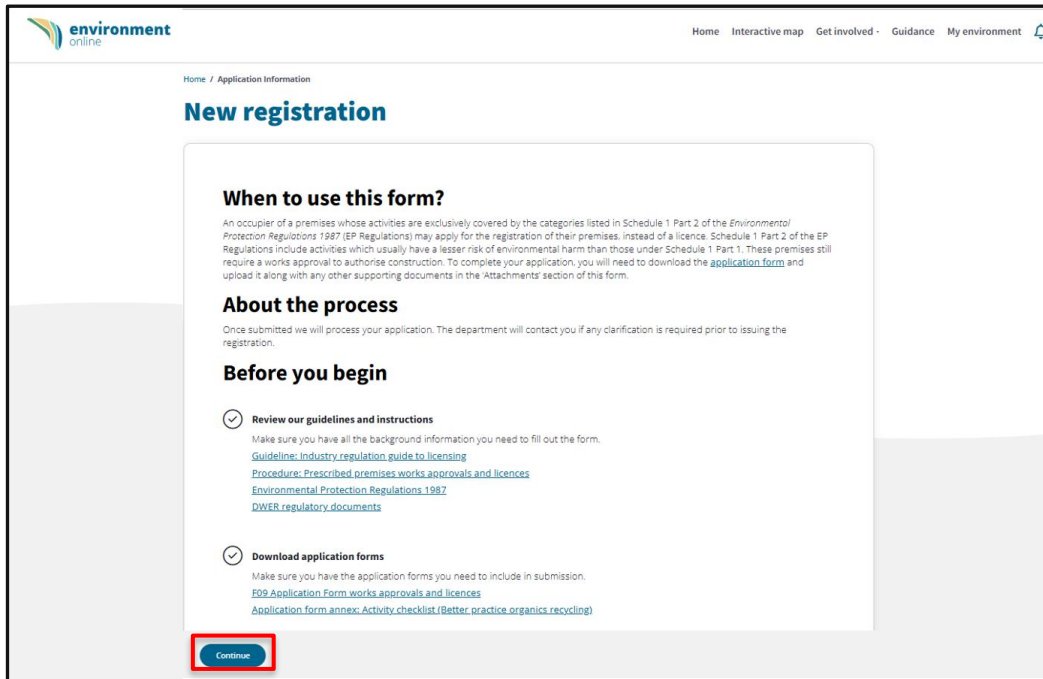
8. Select **Start application**.

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' in blue. Below it, the 'Industry Regulation' section contains a form with 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 registration' selected. A red arrow points to this field.
- Select a project \***: A dropdown menu with 'Honey Project' 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 'Electricity, Gas, Water and Waste Services' selected. A red arrow points to this field.
- Industry \***: A dropdown menu with 'Gas Supply' selected. A red arrow points to this field.

At the bottom of the form, a blue 'Start application' button is highlighted with a red rectangular box.

9. Familiarise yourself with the **New registration** page, then select **Continue**.



10. On the **Applicant details** page, confirm all details are correct and ensure all mandatory information is entered. An asterisk (\*) indicates mandatory details.

**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](#).

11. Select **Next**.

The screenshot shows the 'Applicant details' page for a 'New registration' (APP-0196121, PRJ-0097348 - Honey Project). The page includes a sidebar with navigation options: Applicant details (selected), Premises details, Prescribed activities, Categories/Emissions and discharges, Attachments, and Review and submit. The main content area contains the following fields: a search bar with 'Branka Scarff', 'Full name \*' (Branka Scarff), 'Email \*' (branka@dwerim.onmicrosoft.com), 'Phone \*' (0865529419), and 'Address' (Prime House, 8 Davidson Terrace, Joondalup WA 6027, Australia). Below these is the 'Contact Details' section with a question 'Are the primary contact details for the application the same as the applicant?' and 'No'/'Yes' buttons. At the bottom right, there are 'Save' and 'Next' buttons, with the 'Next' button highlighted by a red box.

**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**.

The screenshot shows the 'Applicant details' page for a 'New registration' (APP-0196122, PRJ-0097213 - Honey Party). The sidebar navigation is the same as in the previous screenshot. The main content area includes the 'Entity Details' section, which is highlighted with a red box. This section contains the following fields: 'Organisation', 'Full Name', 'ABN', 'ACN', 'IARN', 'Email', and 'Phone' (with a placeholder 'Provide a telephone number'). Below this is the 'Contact Details' section with the same question and 'No'/'Yes' buttons. At the bottom right, there are 'Save' and 'Next' buttons, with the 'Next' button highlighted by a red box.

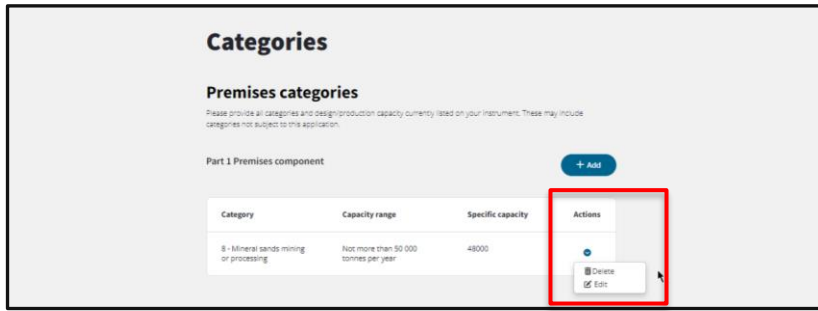
- On the **Premises details** page, enter the **Premises description**, **Premises name**, **Street address**, **Local government area**, **Suburb**, **Postcode**, and select **Next**.

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

**Note:** select not applicable for Part 2 if discharges do not apply.

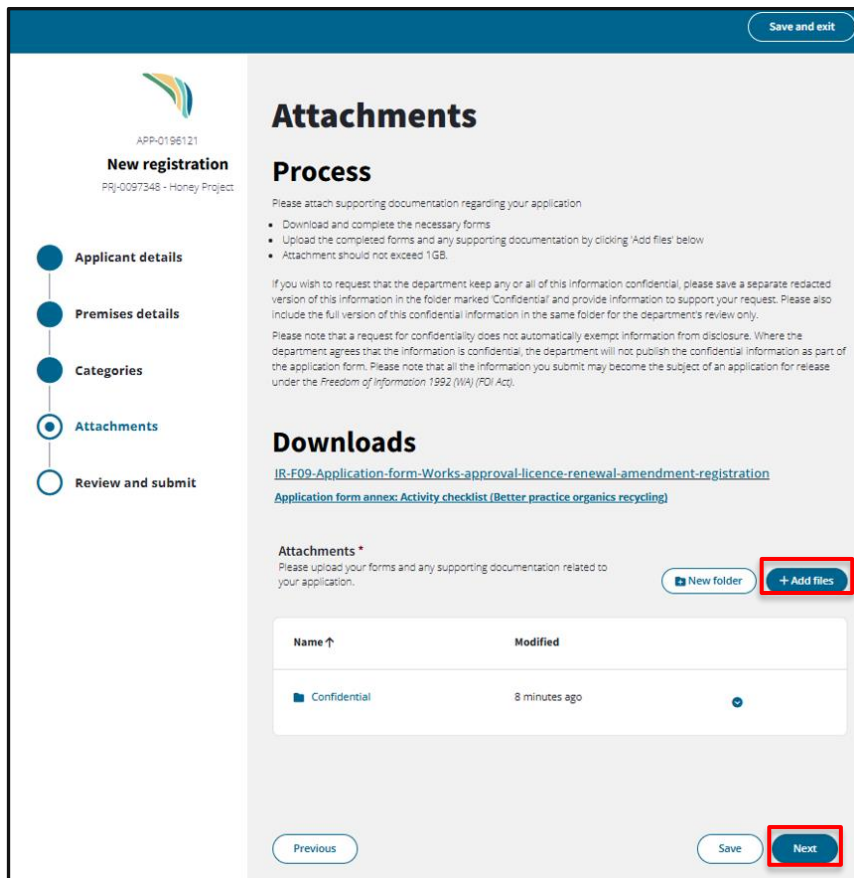
Category	Capacity range	Specific capacity	Unit	Actions
9 - Coal mining	Not more than 50 000 tonnes per year	4600	tonnes/year	•

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



14. 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 files, and include the information to support the reason for confidentiality.



15. Confirm all details on the **Review and submit** page have been entered by selecting the drop-down arrow.
16. Confirm the **categories** selected are correct.
17. Select the check box to confirm **authority**.
18. Select **Submit**.

The screenshot shows the 'Review and submit' page for a new registration application. The page title is 'Review and submit' with a subtitle 'Please review the information you have provided.' The application ID is APP-0196121 and the project name is PRJ-0097348 - Honey Project. The left sidebar shows a progress indicator with four steps: Applicant details, Premises details, Categories, and Attachments, followed by the current step, Review and submit. The main content area contains four expandable sections: Applicant details, Premises details, Categories, and Attachments, each with a right-pointing arrow and an edit icon. Below these sections is a fee notice: 'A fee of 24 units applies for an application for registration of premises, unless the occupier of the premises holds a licence in respect of the premises, in accordance with r.5B(2)(c) of the EP Regulations. Once the department has confirmed that the application submitted meets the relevant requirements of the EP Act, you will be issued an invoice with instructions for paying your application fee.' Under the 'Confirmation' section, there is a checkbox with a checkmark and the text: 'I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the department regarding this application.' At the bottom of the page, there are three buttons: 'Previous', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box.

19. Select **Confirm & submit**.

The screenshot shows a modal dialog box titled 'Confirm application submission' with a close button (X) in the top right corner. The dialog contains an 'Important Notice' section with the text: '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.' At the bottom of the dialog, there are two buttons: 'Cancel' and 'Confirm & submit'. The 'Confirm & submit' button is highlighted with a red box.

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.

