

Environment Online

How to submit an annual fee for Industry Regulation

Reference guide

May 2026



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

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1 Summary

This guide provides step-by-step instructions for users (or an authorised representative) on how to submit an **annual fee for a licence** under Part V of the *Environmental Protection Act 1986* to the Department of Water and Environmental Regulation through the Environment Online (EO) Portal.

This guide covers how to:

- Start a new **annual fee application**
- Navigate through the key sections of the online form (including Instrument details, Fees components and Attachments)
- Review and submit your application

2 Prerequisites

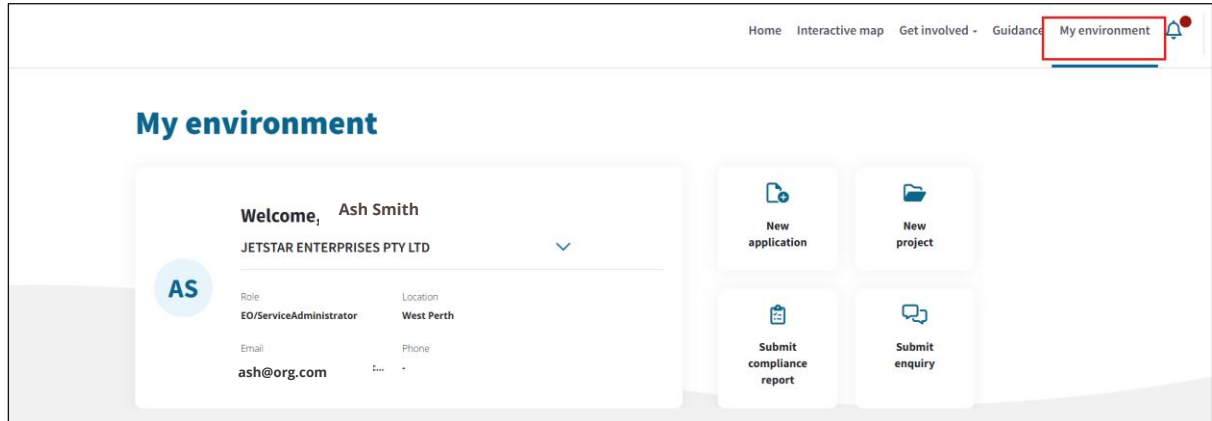
Before submitting an annual fee application in EO, ensure the following:

- **EO login account:** You must be a registered EO user and logged into the correct organisation/account profile.
- **Authority to act:** If you are submitting on behalf of an organisation (e.g. as a consultant/agent), you must have delegated access granted by the organisation's Service Administrator in EO.
- **Instrument details:** You will need to select the correct licence that is relevant to the fee application.
- **Supporting documents ready (if applicable):** Prepare any supporting evidence that may be required for your circumstances (e.g. proposed fee calculations or other relevant evidence).

3 Start an annual fee submission

After logging in to the EO Portal:

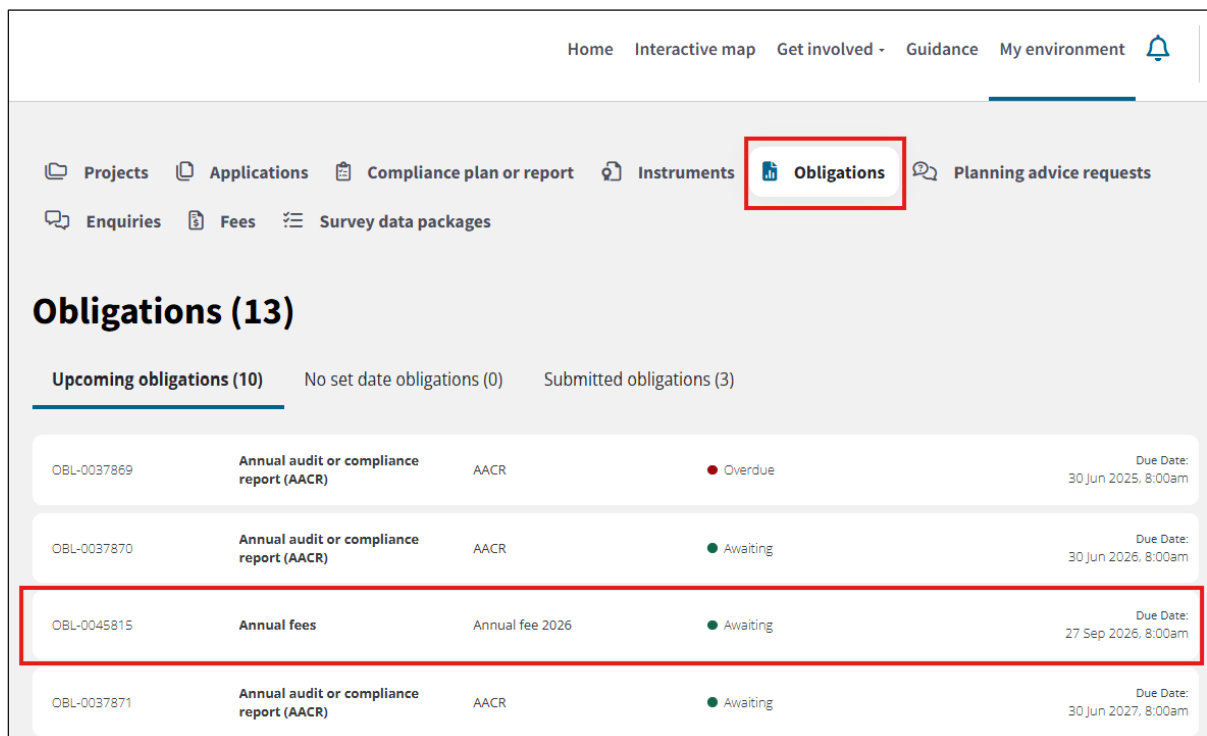
1. Go to the **My environment** dashboard.



2. Start an annual fee submission using one of these methods:
 - Submitting from an **Obligation**
 - Submitting directly from the **New application** link.

3.1 Submitting from an Obligation

1. Navigate to the **Obligations** section at the bottom of the **My environment** dashboard.
2. Check if an annual fee obligation under the **Upcoming obligations** tab is displaying for the year period. If yes, select the relevant obligation to submit the annual fee.



3. Read the instruction on **Obligations** details section carefully, then select **New application** to start the submission process.

Home Interactive map Get involved - Guidance My environment

Home / My environment / Instrument Dashboard / Instrument Details / Obligation

OBL-0045815 ● Awaiting

Annual fee 2026

Obligation details

Obligation type: Annual fees
Instrument: Industry Regulation Approval - L5982/1994/12
Due date: 27/09/2026

Instructions

Annual fees are required to be paid on the anniversary of the grant date for all licences issued under Part V of the *Environmental Protection Act 1986*.

Submit your annual fee application in sufficient time for the department to verify the details of your submission. You will then receive an invoice which must be paid before the annual fee due date to avoid late fees or potential suspension or revocation of your licence.

The department takes no responsibility for a licence holder's late initiation of the fee payment process or late payment of the fee. Please see the [fact sheet](#) for more information.

[New application](#)

4. From this point onwards, refer to instruction from **Section 3.2 – step 3** to proceed. If there is no annual fee obligation displayed, submit your annual fee application directly from the **New application** link instead.

3.2 Submitting directly from New application

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

Home Interactive map Get involved - Guidance My environment

My environment

Welcome, Ash Smith
 JETSTAR ENTERPRISES PTY LTD

AS

Role EO/ServiceAdministrator	Location West Perth
Email ash@org.com	Phone -

New application

New project

Submit compliance report

Submit enquiry

2. On the business area triage screen ('Start a new application'), select **Industry Regulation**.

New application

Start a new application

What do you want to apply for?
Applications can be submitted for the areas below.

EPA

Environmental impact assessment activities under Part IV of the *Environmental Protection Act 1986*.

Native Vegetation

Clearing of native vegetation regulated under Part V Division 2 of the *Environmental Protection Act 1986*.

Industry Regulation

Works approval and licensing relating to the regulation of prescribed premises activities under Part V of the *Environmental Protection Act 1986*.

Water

Water licences and permits under *The Rights in Water and Irrigation Act 1914*.

3. On the **Application type** screen, select the relevant application type:
- **Fees – Annual fee for licence**
 - Complete the remaining fields on the page as required (e.g. activity, project, industry sector/industry), then select **Start application**.

Industry Regulation

What type of application do you want to create? *

For information about the different types of applications, please refer to the [licence and works approval applications](#).

Fees

Select application type *

Annual fee for licence

Annual fees apply to licences and must be paid prior to the following annual period to not attract late fees. Non-payment may result in suspension or revocation of your licence.

Select application activity *

Licence

Select a project *

Default Project Create a new project

Select the project that this application relates to. Create a new project if it does not relate to an existing project.

Industry sector *

Select the main industry activity/sector that most closely relates to your application.

Industry *

Select the main industry that primarily relates to your application.

Start application

3.3 Before you begin – Annual fee for licence

1. Read the information page to ensure you understand the process, guidelines and key considerations relevant to your application.
2. When you are ready, select **Continue**. Clicking this button will start the submission process. Your submission will be automatically saved as a draft if you choose to complete it later.

Annual fee for licence

When to use this form?

Use this form to submit your annual fee information to the department so the fee for the next annual period of your licence can be invoiced.

Regulation 5DA(3) of the *Environmental Protection Regulations 1987* (EP Regulations) requires annual licence fees to be paid before the anniversary of the grant of the licence, for the subsequent period. Failure to pay the fee before the anniversary of the licence grant date will incur additional late payment fees as set out under r.5DA(4) of the EP Regulations.

About the process

To complete your annual fees submission, you will need fill in the required fields in the following pages.

Refer to [Industry Regulation licensing fees](#) for further information.

Before you begin



Review our guidelines and instructions

Make sure you have all the background information you need to fill out the form.

[Guideline: Industry regulation guide to licensing](#)

[Procedure: Prescribed premises works approvals and licences](#)

[Fact sheet: Industry Regulation fees](#)

[Guideline: Submit an application](#)

3.4 Instrument details

This section allows you select and confirm the correct instrument for your **annual fee** application. The EO Portal will display the instrument's key details and prompt you to confirm contact information before you continue.

1. In **Select the relevant Instrument**, choose the correct instrument for this application.
2. Review the **Instrument details** to confirm you have selected the correct instrument. Details are auto populated and includes the holder name, instrument number/type, and relevant dates (e.g. start/expiry date, annual fee due date).

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Annual fee for licence
PJ-0492839 - Default Project

Instrument details

Select the relevant Instrument *

Where your instrument is not listed, check that your instrument is visible on the Portal. If not visible, contact EO Support for assistance.

Industry Regulation Approval - 0053487/2025

Instrument details

Holder	Instrument number	Instrument type
Shire of		Licence
Start date	Expiry date	Annual fee due date
29 Jun 2025		

Contact details

Primary contact *

Review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative user as the primary contact responsible for the application. Any user who is authorised to represent the entity may be selected from the list.

Primary Address

Payment details

Invoice details *

Review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address.

To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.

Primary Address

Default invoice details

Address
PO Box 183
Australia

Email

Do you need a purchase order number on your invoice? *

No Yes

Information


Guidance

- Guideline: [Industry regulation guide to licensing](#)
- Procedure: [Prescribed premises works approvals and licences](#)
- DWER regulatory documents
- Submit an application
- Application attachments

Fees

Guidance on calculating application fees

- Industry Regulation fees

3. Confirm that the contact details are correct.
4. If you need to change the **Primary contact** person for this application, select search button  , select the correct record and click **Select**.

Lookup records

Search

Choose one record and click Select to continue

Full Name ↑	Email	Phone	Parent Party	Sub
<input type="checkbox"/>	>dwerim.onmicrosoft.com		Single Tenant Party 3	
<input type="checkbox"/>	a@dwerim.onmicrosoft.com	56762617712	Joor	
<input type="checkbox"/>	i@dwerim.onmicrosoft.com	0450803353	FROTH CRAFT BUNBREWERY	Joor

Cancel Remove value Select


Important: Primary contact is a required field. The form cannot be submitted if you leave it blank.

- In the **Payment details** section, review the invoice details and indicate whether a purchase order number is required (No/Yes).
- If you need to select invoice details using a lookup, choose the correct record using the magnifying glass icon.

Payment details

Invoice details *

Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address. To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.



- If you need a purchase order number on your invoice, select **Yes** and enter the information required in the field as prompted.

Do you need a purchase order number on your invoice? *

Purchase order number *

- Click **Next** to proceed to the next page.

3.5 Fee components

In this **Fee components** section, provide the components information on **Part 1 Premises**, **Part 2 Waste** and **Part 3 Discharge**, as applicable for the prescribed premises.

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Instrument details

Fee components

Attachments

Review and submit

Fee components

All components are required to be completed below. If not applicable, please select 'No emissions incur a fee' before proceeding.

Part 1 Premises components

Part 1 premises component fees are based on the production or design capacity of the category specified on the licence. These categories are listed in Schedule 1 of the EP Regulations. The amount should be based on either:

- actual production of the preceding year as reported on your AACR
- production or design capacity specified in the licence
- where the forecast production is uncertain, but exceeds that of the preceding year, an average of the preceding year and the maximum licensed production or design capacity
- premises in care and maintenance, either an estimated production or the lowest fee units for the Part 1 - Premises component for a specific category in Schedule 4 of the EP Regulations will apply

Premises components *

+ Add

Category ↑	Capacity range	Estimated/Actual Throughput	Unit	Actions
There are no records to display.				

Part 2 Waste components

In this section, include Part 2 waste components relating to Categories 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, and/or 85B, but do not include Part 2 waste components where:

- Part 2 waste fees are not applied or;
- Part 3 discharge component fees will be applied instead

Refer to the [Fact sheet: Industry Regulation fees](#) to determine where this is the case.

- Click the **+Add** button under each section to enter in the following information:
 - Part 1 Premises components** – Category, capacity range, Estimated/Actual throughput, Unit type

Add premises component

Category *

Select

Capacity range *

Ensure that the selected capacity range aligns with the estimated or actual throughput entered below.

Select

Estimated/Actual throughput

Provide an estimated or actual throughput based on infrastructure in the same units of measurement used for the relevant category in Schedule 1 of the EP Regulations. For further guidance, refer to the [Fact sheet: Industry Regulation fees](#) to correctly determine the Part 1 fee component.

- Part 2 Waste components** – Waste type, Discharge quantity bracket, Discharge quantity, Unit type

Add waste component ✕

Waste type *
Select the relevant type of Part 2 waste, as set out in Schedule 4 of the EP Regulations.

Select ▼

Discharge quantity bracket *
Ensure that the selected bracket aligns with the discharge quantity entered below.

Select ▼

Discharge quantity
Provide the amount (numerical value) of the discharged waste in tonnes per year. The amount should be based on either the accurate estimation of the quantity of waste to be discharged during the licence period, or the accurate measurement of waste discharged from the premises in the year immediately preceding the licence period.

- **Part 3 discharge components (Discharges to air/water/land)** - Waste type, Location/qualifier, Unit type, Discharge amount

Add discharges to air ✕

Waste type *
Select the relevant kind of waste, as set out in Schedule 4 of the EP Regulations.

Select ▼

Location/qualifier *
Choose the appropriate location qualifier for the discharge based on the EP Regulations and the location of your premises. Where multiple options could apply, you should select the location most specific to your premises. For example, a premises in Kwinana should select Kwinana EPP area and not Metro and Swan Coastal Plain if both options are available.

Select ▼

Unit type

- ▼

Important: If no other categories apply, choose **No emissions incur a fee** under each component this is applicable for.

Waste type *
Select the relevant type of Part 2 waste, as set out in Schedule 4 of the EP Regulations.


No emissions incur a fee ▼

Discharge quantity bracket *
Ensure that the selected bracket aligns with the discharge quantity entered below.

Not applicable ▼

2. As part of your application, you are required to provide the detailed calculations of fee components. Refer to section 3.4 on how to upload the attachment.

For more detail on what to include refer to the guidance on [Industry Regulation – Application attachments](#).

 **Attachments**

Please provide the following attachments as part of your application:


1. The detailed calculations of fee components, including all information and data used for the calculations, labelled as 'Proposed fee calculation'.

For more detail on what to include, please look at [knowledge article](#).

3.6 Attachments

Upload the required supporting documentation specified in the **Fee components** section.

1. Select **Add files** and upload all required documents, including:
 - the detailed calculations of fee components, including all the information and data used for the calculations and label as '**Proposed fee calculation**', and
 - any other supporting evidence.
2. Ensure each attachment meets the EO Portal requirements (e.g. individual attachments must not exceed **1GB**).
3. Use **New folder** if needed to organise files before uploading.
4. Only click on the **Confidential** folder if you are making a confidentiality request using the **Add files** button; otherwise upload documents normally.
5. Select **Next** to continue.



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- Instrument details
- Fee components
- Attachments**
- Review and submit

Attachments

Process

Please upload supporting documentation regarding your application by clicking 'Add files' below. Individual attachments cannot exceed 1GB.

For more detail on what to include, please look at [knowledge article](#).

Commercially sensitive or confidential information

If you wish to request that the department keep any or all of this information confidential, please save a separate redacted version of this information in the folder marked 'Confidential' and provide information to support your request. Please also include the full version of this confidential information in the same folder for the departments review only.

Please note that a request for confidentiality does not automatically exempt information from disclosure. Where the department agrees that the information is confidential, the department will not publish the confidential information as part of the application form. Please note that all the information you submit may become the subject of an application for release under the *Freedom of Information 1992 (WA) (FOI Act)*.

Upload files
New folder
+ Add files

Name ↑	Modified
 Confidential	18/03/2026 11:26 AM ⌵

Previous
Save
Next

3.7 Review and submit

The **Review and submit** section is the final step before submission of the **annual fee** application. Use this section to confirm all information is correct and that the required documents have been attached.

1. Click to expand and review each section: **Instrument details**, **Fee components** and **Attachments**.
2. Select **Edit** if you need to make changes.
3. Review **Your total fee** information shown on the section.
4. Read the declaration(s) and confirm you are authorised to submit the application by selecting the declaration checkbox(es).

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- Instrument details
- Fee components
- Attachments
- Review and submit**

Review and submit

Please review the information you have provided.

- Instrument details**
- Fee components**
- Attachments**

Your total fees

Below is a list of fee estimations. You will be notified when a payment request and invoice is issued.

Item	Total amount
Part 1 premises components	\$0
Part 2 waste components	\$0
Part 3 waste components	\$0

Your total amount: \$0

Confirmation

Please complete the declaration below.

I, I, I confirm that the information contained in APP-0712554 is true and correct as of today.

[Previous](#) [Save](#) [Submit](#)

5. Select **Submit**. When prompted, confirm submission (**Important Notice**) to lodge your application.

3.8 Validating application

1. The EO Portal will go through a validation process when you click **Submit**. This might take a few seconds to complete.
2. If the status is marked red (as shown in the example for the **Fee components**), add any incomplete information by selecting the item. This will navigate to a new tab.

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Validating application

Warning Notice

After updating any incomplete sections, click 'Save' at the bottom of each edited screen before returning to the validation page.

Status	Validation summary
✓	Instrument details
✗	<p>Fee components</p> <p>1. Fee Components</p> <ul style="list-style-type: none"> Part 2 - Waste components - Must have at least 1 item in the list Part 3 - Discharges to air - Must have at least 1 item in the list Part 3 - Discharges to water - Must have at least 1 item in the list Part 3 - Discharges to land - Must have at least 1 item in the list

- After filling in the missing information and updating any incomplete sections, click **Save** at the bottom of each edited screen and close the open tab before returning to the validation page.
- Click **Revalidate** on the validation page.

3.9 Submission confirmation

After submitting the application, a confirmation (success) page will display. Note this reference number for your records.

The confirmation page may also include information about next steps and indicative assessment timeframes. Timeframes can vary depending on the completeness of the information provided and whether further information is required.

Thanks for submitting an annual fee estimation

Application details

Your application reference number is: **APP-0712554**.

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

Next steps

Assessment process

After the estimation has been reviewed, the department may request clarification in relation to your annual fee submission.

[Return to My environment](#)

4 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on [Environment Online – Get started](#).

Guidance and help materials

A wide range of related materials, resources and user guides are also available on the [Environment Online website](#). We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via [Environment Online – Support](#) and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the [Environment Online – Issues and feedback](#) by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.

