

Environment Online

Submit an Industry Regulation licence renewal application

22 May 2025



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

Summary

This guide demonstrates the process of submitting an Industry Regulation licence renewal application for assessment.

Prerequisites

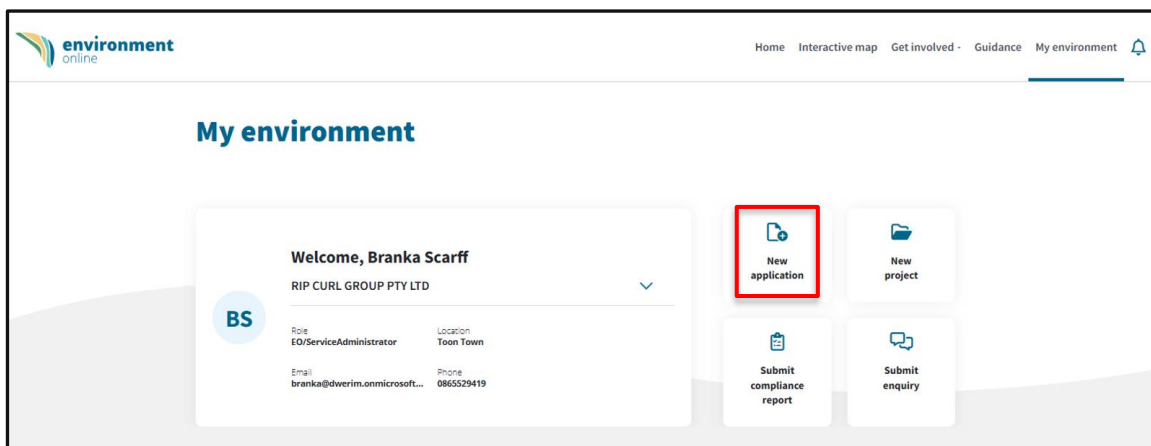
You must be a registered user to submit an application for assessment in Environment Online. Depending on the login type used and whether you are representing an entity, some details may be provided by selection or manual entry. Guidance on registering and logging in to Environment Online is available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

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

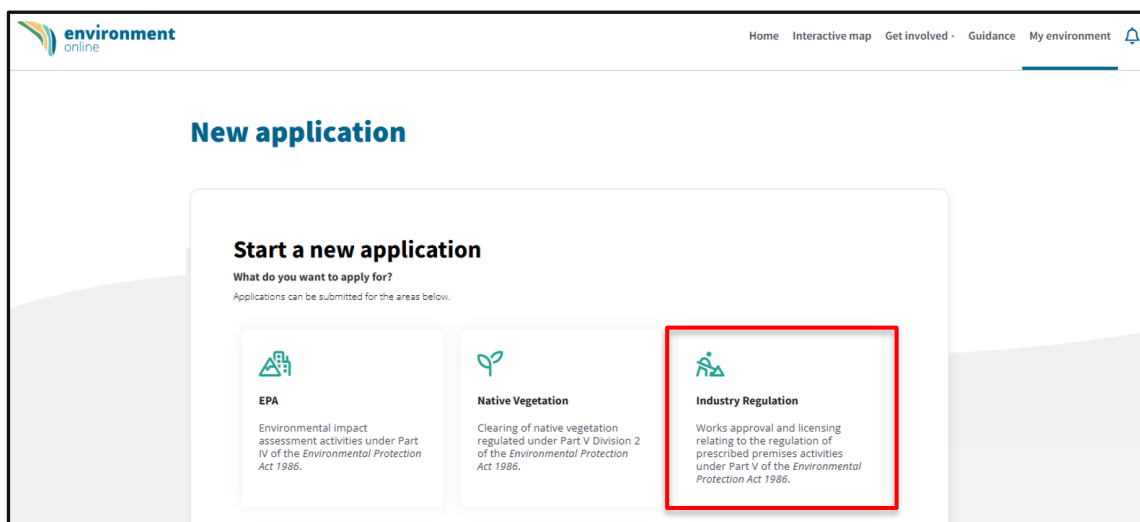
If you need assistance with registering in Environment Online, please contact our friendly support team. You can reach us by phone at 1800 161 176 during our contact hours, 8:30am-5pm (AWST), Monday to Friday, or by email at eosupport@dwer.wa.gov.au.

Submit a renewal application

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 **Other**.
4. Choose an application type from the **Select application type** drop-down menu and select **Renewal**.
5. Choose an option from the **Select application activity** drop-down menu and select **Licence**.
6. Choose a 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 can be related to the purpose of your application.

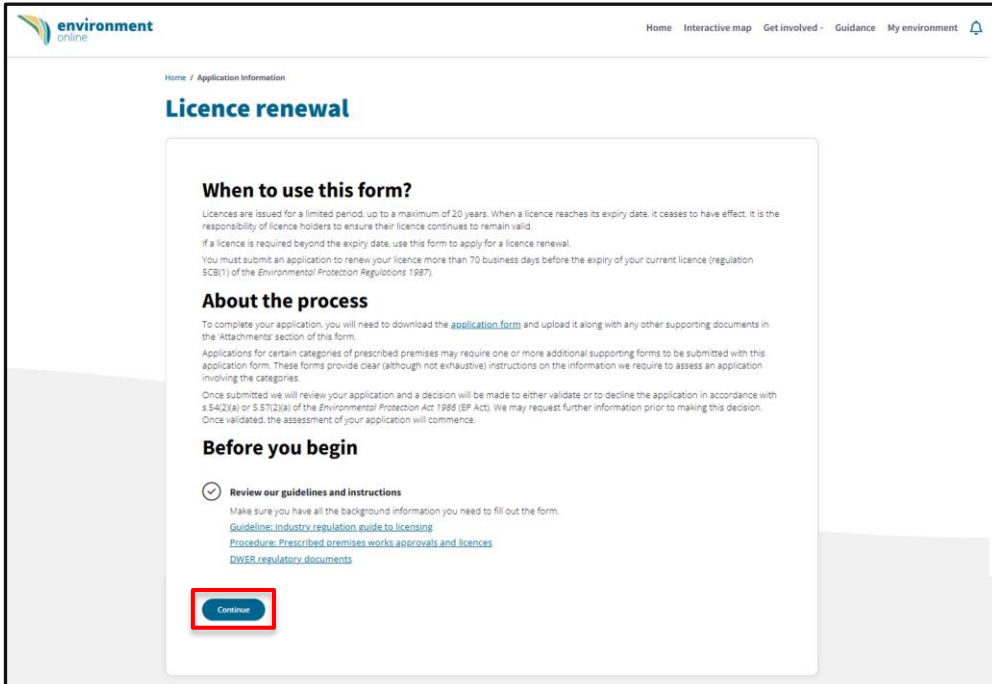
9. Select **Start application**.

The screenshot shows the 'Industry Regulation' application form on the 'environment online' website. The form includes the following fields and options:

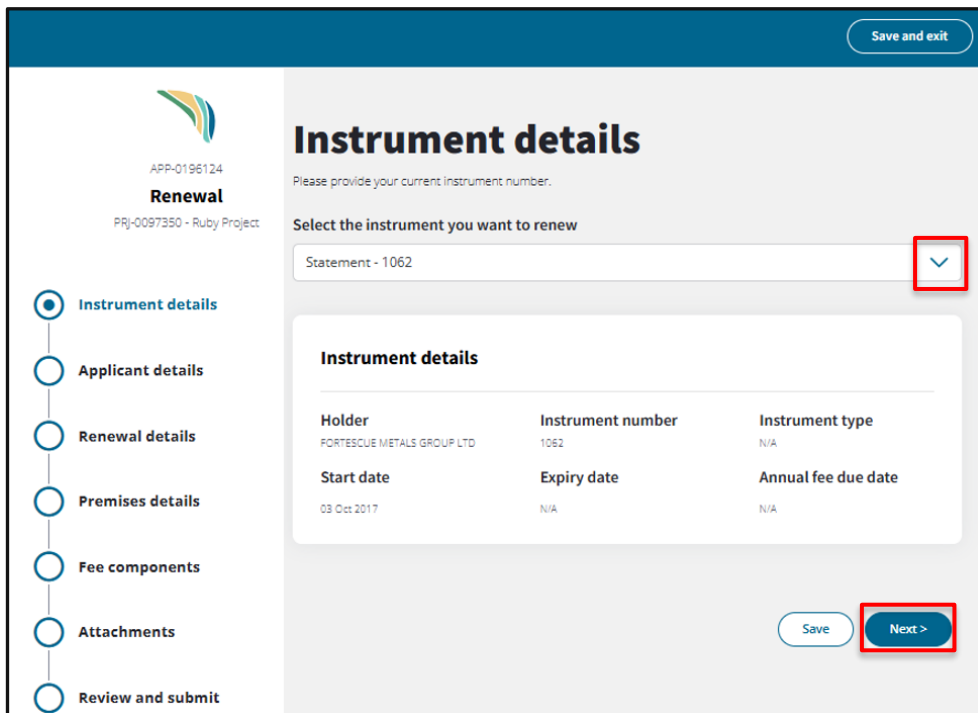
- What type of application do you want to create? ***: A dropdown menu with 'Other' selected. A red arrow points to this field.
- Select application type ***: A dropdown menu with 'Renewal' selected. A red arrow points to this field.
- Select application activity ***: A dropdown menu with 'Licence' selected. A red arrow points to this field.
- Select a project ***: A dropdown menu with 'Ruby 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 'Oil and Gas Extraction' selected. A red arrow points to this field.
- Industry ***: A dropdown menu with 'Oil and Gas Extraction' selected. A red arrow points to this field.

A red box highlights the 'Start application' button at the bottom of the form.

10. Familiarise yourself with the **Licence renewal** page, then select **Continue**.



11. On the **Instrument details** page, select the drop-down arrow to search for the instrument you want to renew, confirm all the details are correct, and select **Next**.



Note: if you have selected the **log in with Your Email** method, you will have access to limited services in Environment Online. You will not be able to search for the Instrument, you must provide the Instrument number in the field provided and select **Next**.

APP-0196125
Renewal
PRJ-0097213 - Honey Party

Instrument details

Please provide your current instrument number.

Instrument Number

Save Next >

Save and exit

On the **Application 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](#).

12. Select **Next**.

APP-0196124
Renewal
PRJ-0097350 - Ruby Project

Instrument details

Applicant details

Renewal details

Premises details

Fee components

Attachments

Review and submit

Save and exit

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

Previous Save Next >

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

Save and exit

APP-0196125
Renewal
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

Contact Details

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

No Yes

Previous Save **Next >**

13. Provide a summary of any significant changes to the prescribed premises regulated on your current licence. Select **Next**.

Save and exit

APP-0196124
Renewal
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Renewal details

Please provide a summary of any significant changes to the prescribed premises regulated on your current licence. Further details can be uploaded as supporting documentation in the 'Attachments' section.

Renewal changes

Please provide a summary of any significant changes to the prescribed premises regulated on your current licence.

Enter renewal details here xxx

Previous Save **Next >**

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

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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 following details, as applicable:

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

Enter premises details here

Premises name
If applicable
Premises name

Street address
1 Perth Street

Local government area
City of Perth

Suburb
Perth

Previous Save Next >

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

Categories

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

Premises categories

Please provide all categories and design/production capacity currently listed on your instrument. These may include categories not subject to this application.

Part 1 Premises component

+ Add

Category	Capacity range	Specific capacity	Unit	Actions
There are no records to display.				

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 3 waste components of these discharges in the below sections. Categories: 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, or 85B Part 2 waste means waste consisting of - (a) tailings; or (b) bitterns; or (c) water to allow mining of ore; or (d) flyash; or (e) wastewater from a desalination plant.

Waste

+ Add

Waste type	Amount	Specific capacity	Unit	Actions
There are no records to display.				

Previous Save Next

Note: Select not applicable for Part 2 waste and Part 3 discharges if they do not apply.

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

Categories

Premises categories

Part 1 Premises component

+ Add

Category	Capacity range	Specific capacity	Actions
11 - Oil or gas production (other)	Not more than 50 000 tonnes per year	47000	

16. 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.

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Attachments

Process

Please attach supporting documentation regarding your application.

- Download and complete the necessary forms
- Upload the completed forms and any supporting documentation by clicking 'Add files' below
- Attachment should not exceed 1 GB.

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 department's 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).

Downloads

[IR-F09-Application-form-Works-approval-licence-renewal-amendment-registration](#)
[Application form annex: Category checklist \(solid waste landfills\)](#)
[Application form annex: Category checklist \(tailings storage facilities\)](#)
[Application form annex: Activity checklist \(Better practice organics recycling\)](#)

Attachments *

Please upload your forms and any supporting documentation related to your application.

New folder + Add files

Name ↑	Modified
Confidential	21/05/2025 11:33 AM

Previous Save Next >

17. Confirm all details on the **Review and submit** page have been entered.
18. Confirm the categories and any applicable discharges in **Fee components** are correct.
19. An estimated application fee will be displayed.
20. Select the check box to confirm **authority**.

21. Select **Submit**.

Save and exit

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Renewal
Pjy-0097350 - Ruby Project

- Instrument details
- Applicant details
- Renewal details
- Premises details
- Fee components
- Attachments
- Review and submit**

Review and submit

Please review the information you have provided.

- Instrument details
- Applicant details
- Renewal details
- Premises details
- Fee components
- 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

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**

22. Select **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**

23. 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.

