Environment Online

Submit a native vegetation application: area and purpose permit s.51E

22 March 2024

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

Summary

This guide demonstrates the process of submitting a native vegetation: area and purpose permit s.51E application for assessment. The application process for both an area and purpose permit are similar, the example in this guide is for an area permit, but it can be used for a purpose permit application.

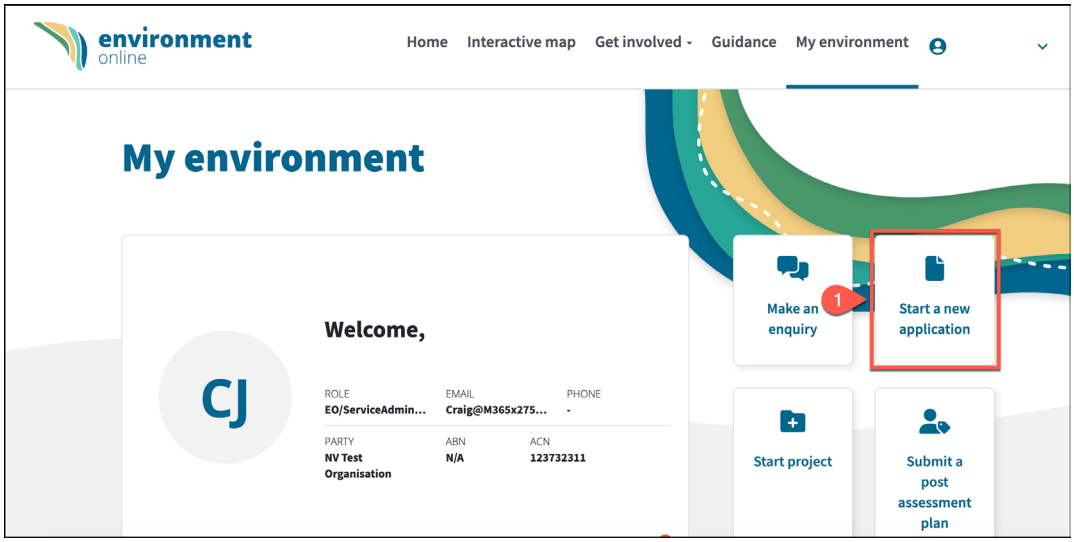
Prerequisites

You must be a registered user to submit an application for assessment in Environment Online. Guidance on registering and logging in to Environment Online is available on the Login page.

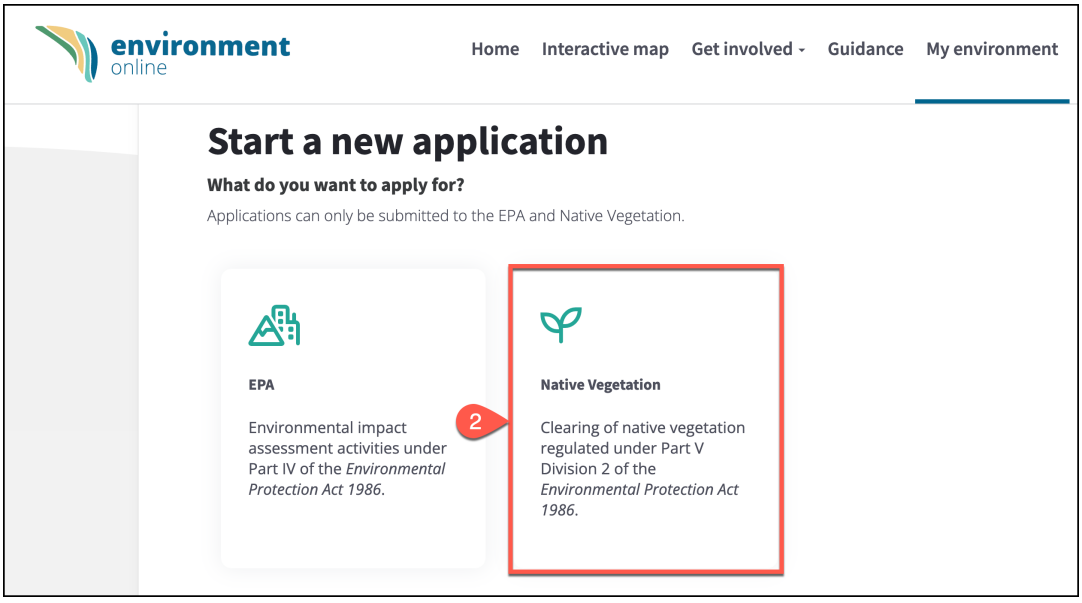
Applications are submitted within the **My environment** dashboard.

Submit an application

1. From the **My environment** dashboard, select the **Start a new application** tile.



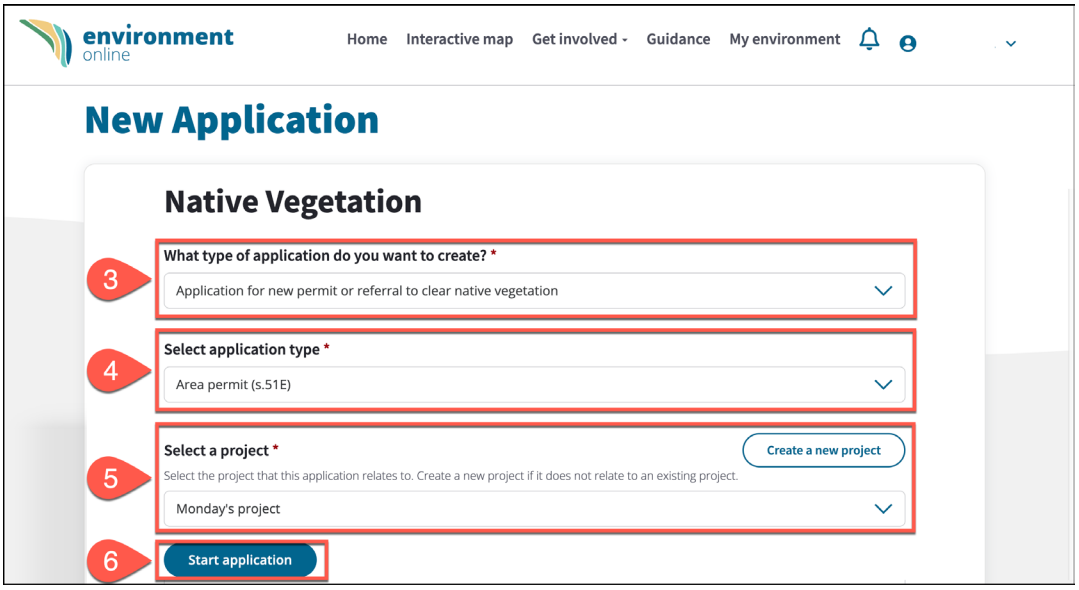
2. Select the **Native Vegetation** tile.



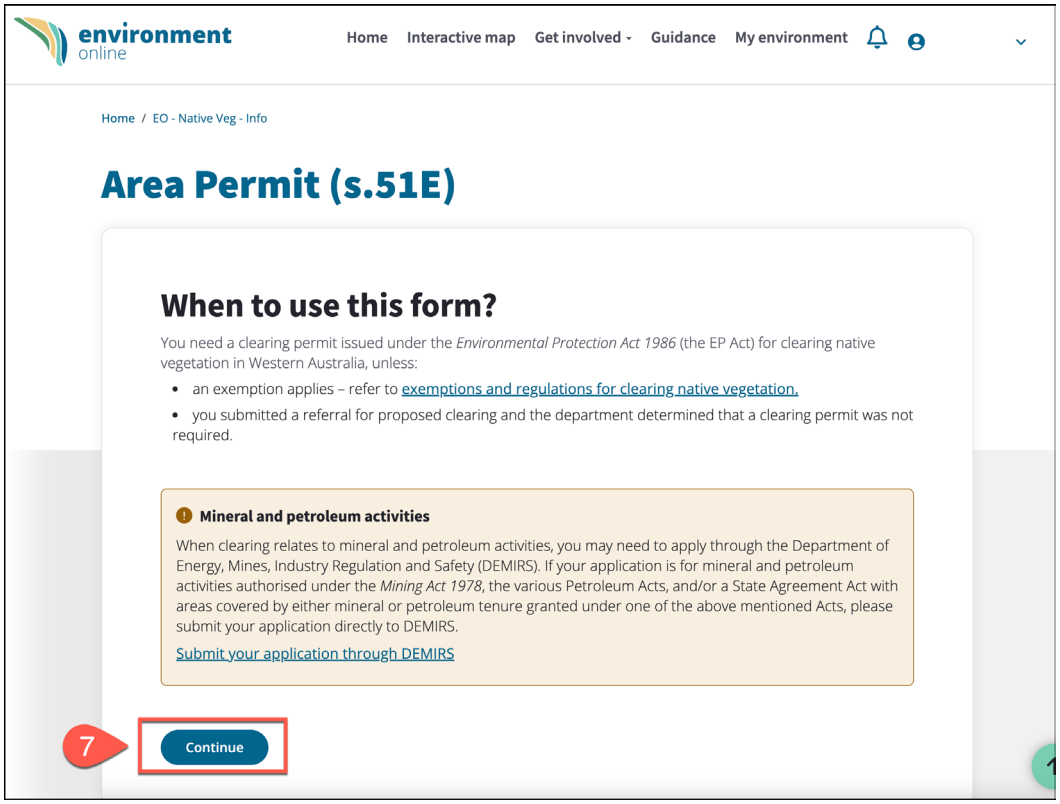
3. On the **New Application** page, choose an option from the **What type of application do you want to create?** drop-down menu.
4. Choose a **Select application type** from the drop-down menu.
5. Choose a project from the **Select a project** drop-down menu.

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 the clearing.

6. Select **Start application**.



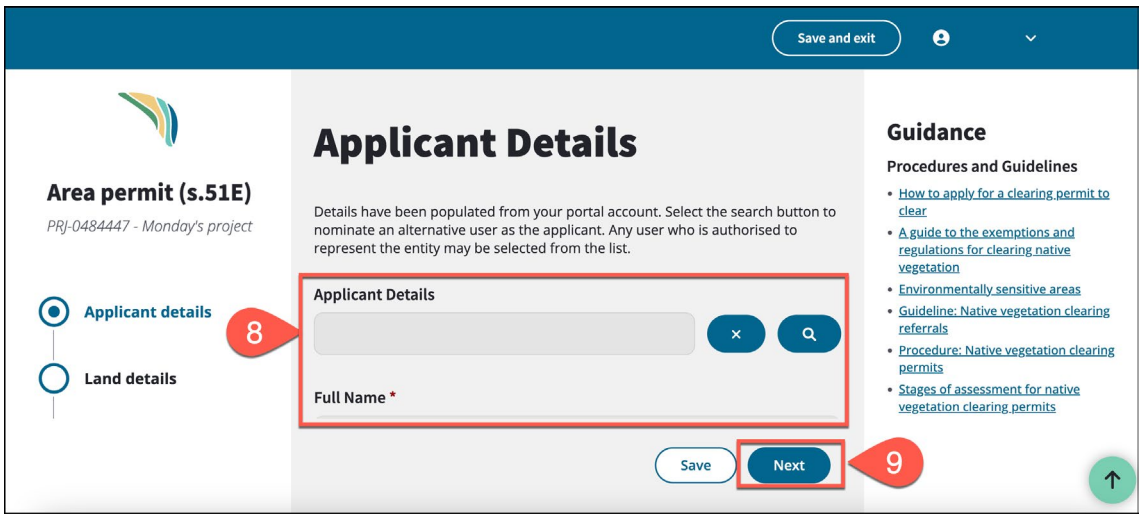
7. Familiarise yourself with the **Area Permit** or **Purpose Permit** page, then select **Continue**.



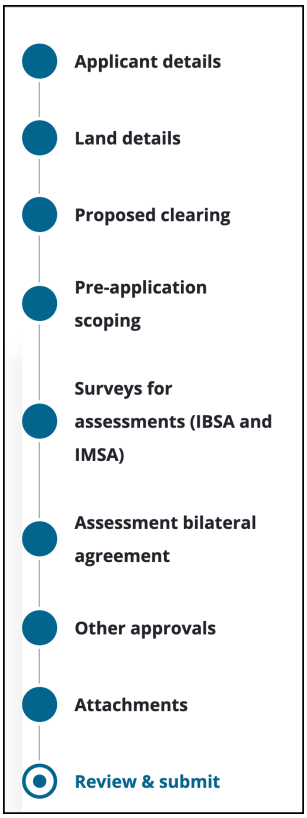
8. On the **Applicant Details** page, confirm all details are correct and ensure all mandatory information is entered. Mandatory details are indicated by an asterisk.

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.

9. Select **Next**.



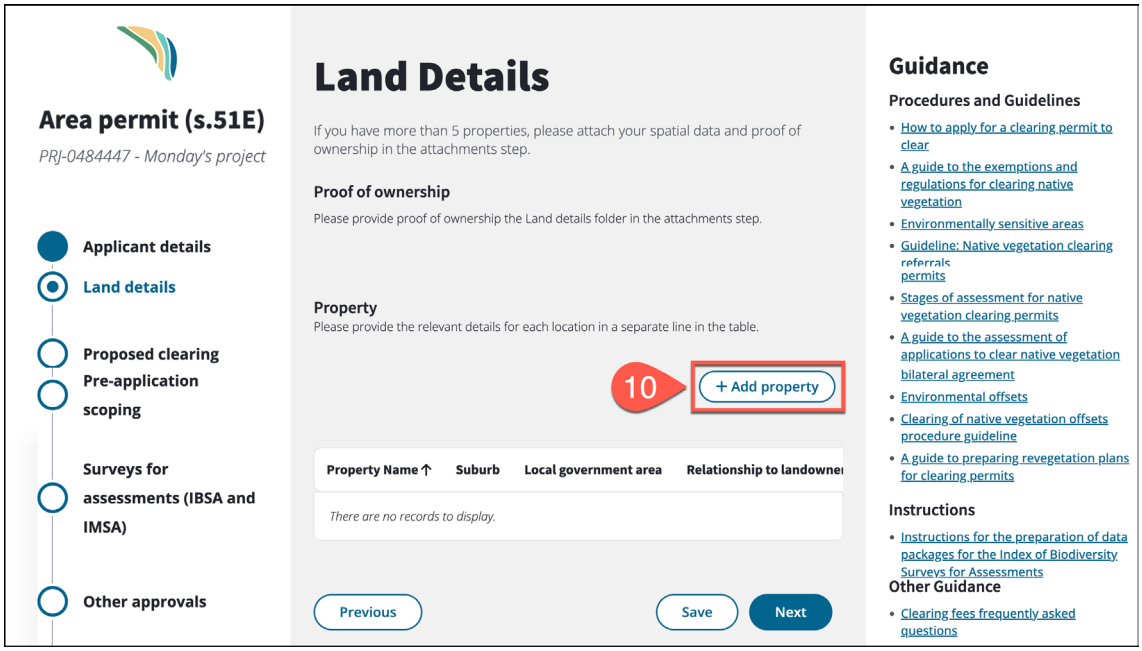
Note: There is a step navigation panel on the left side of the screen. You can return to a step at any time during the application process.



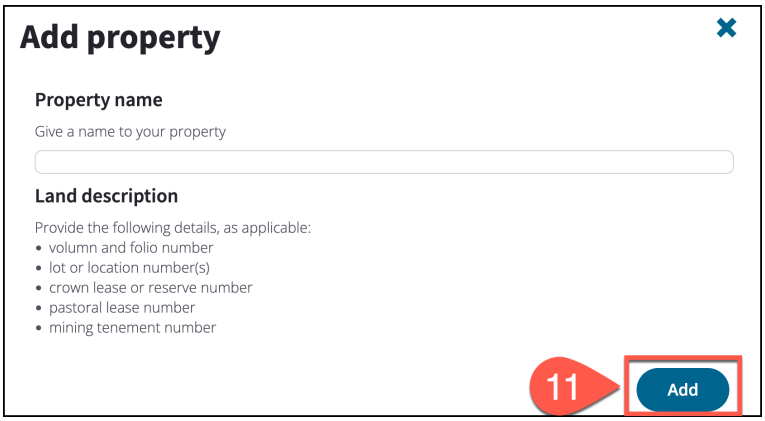
10. Select the **+ Add property** button on the **Land Details** page to add the related property.

Note: If adding up to five properties, continue steps **10** and **11**. If adding more than five properties, upload a shapefile and/or properties list in the **Attachments** section.

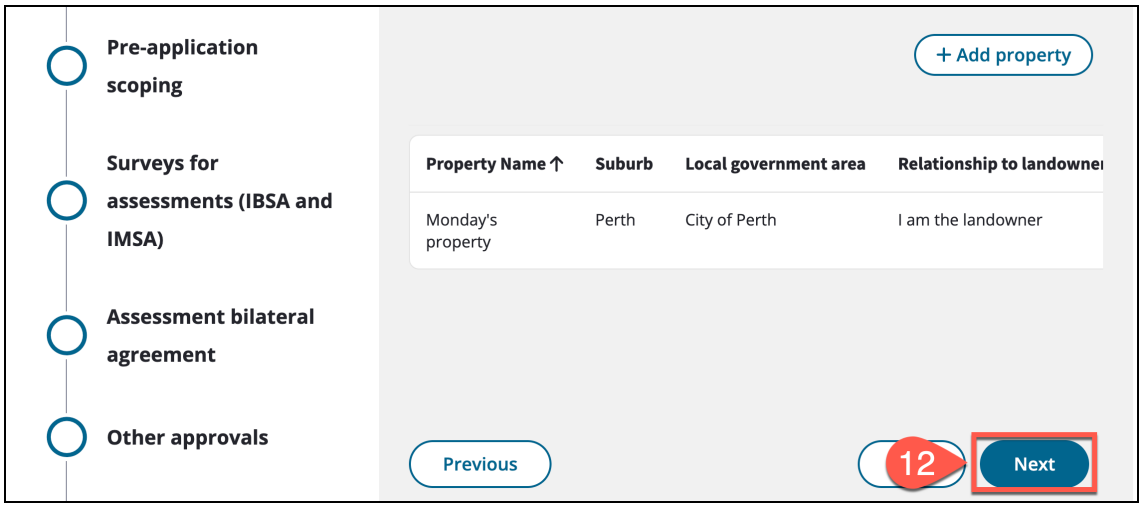
Note: The **Guidance** panel on the screen's right side provides further information supporting your application.



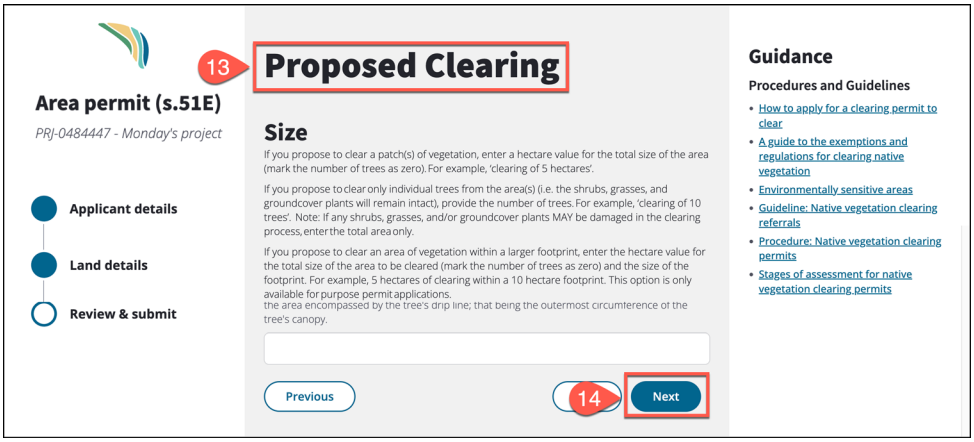
11. Enter the property details, then select **Add**.



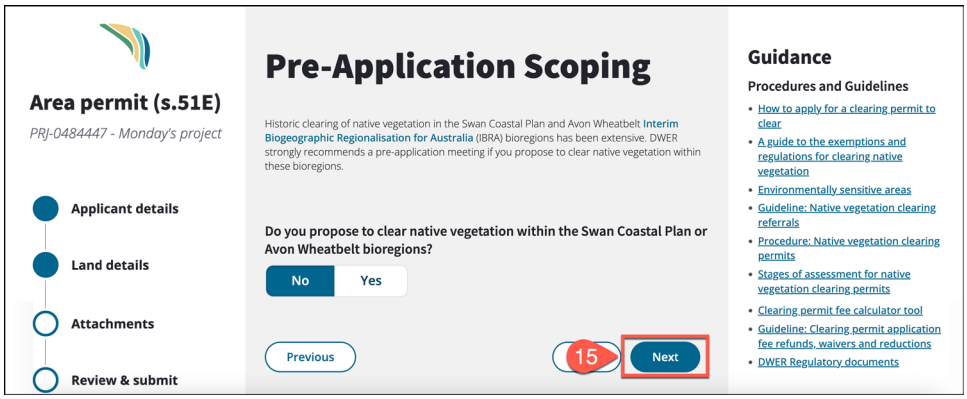
12. When a property has been added, select **Next**.



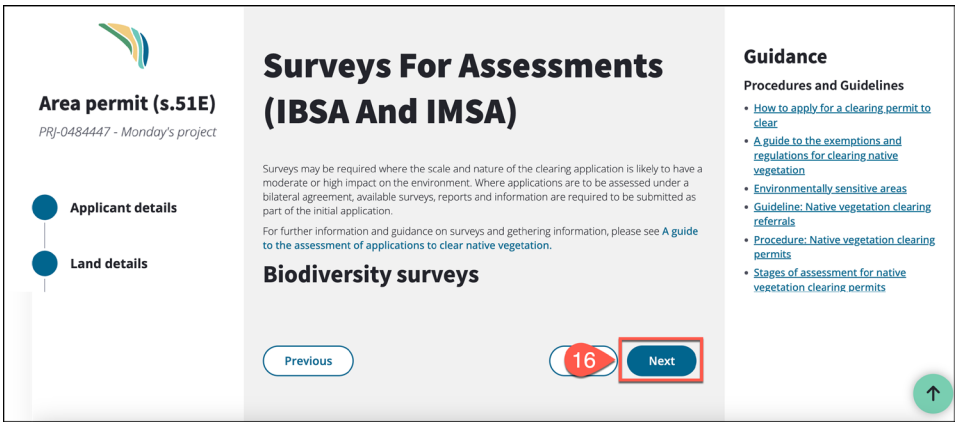
13. On the **Proposed Clearing** page, enter the following:
    a. Total area of clearing proposed (hectares)
    b. Footprint of clearing (hectares)
    c. The number of individual trees being removed
    d. Purpose
    e. Method
    f. Timeframe
    g. Avoidance and mitigation
    h. Offsets
    i. Process
14. Select **Next**.



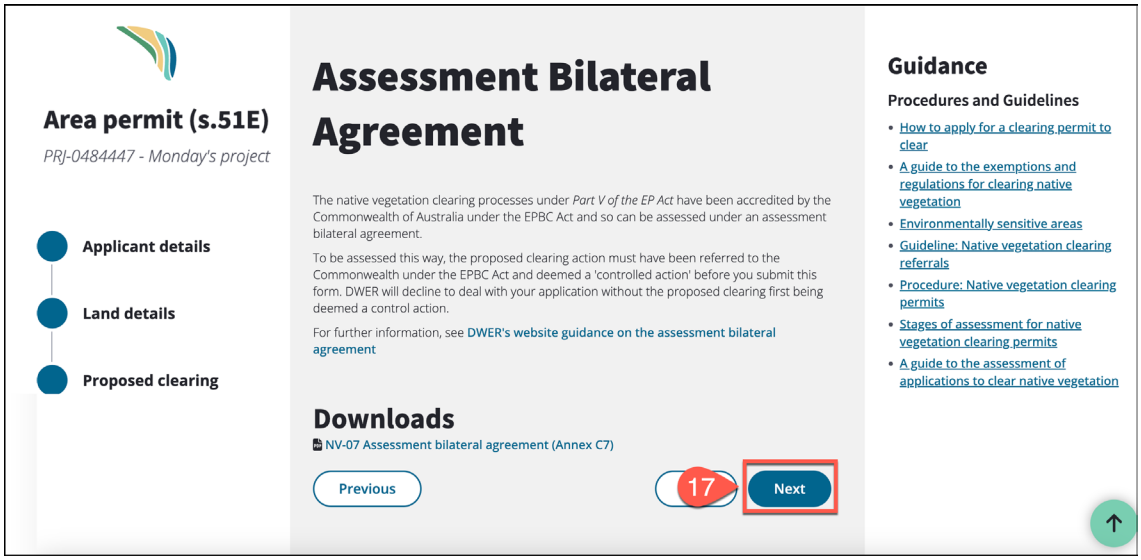
15. Complete the **Pre-Application Scoping** page, then select **Next**.



16. Complete the **Surveys for Assessments (IBSA And IMSA)** page, then select **Next**.



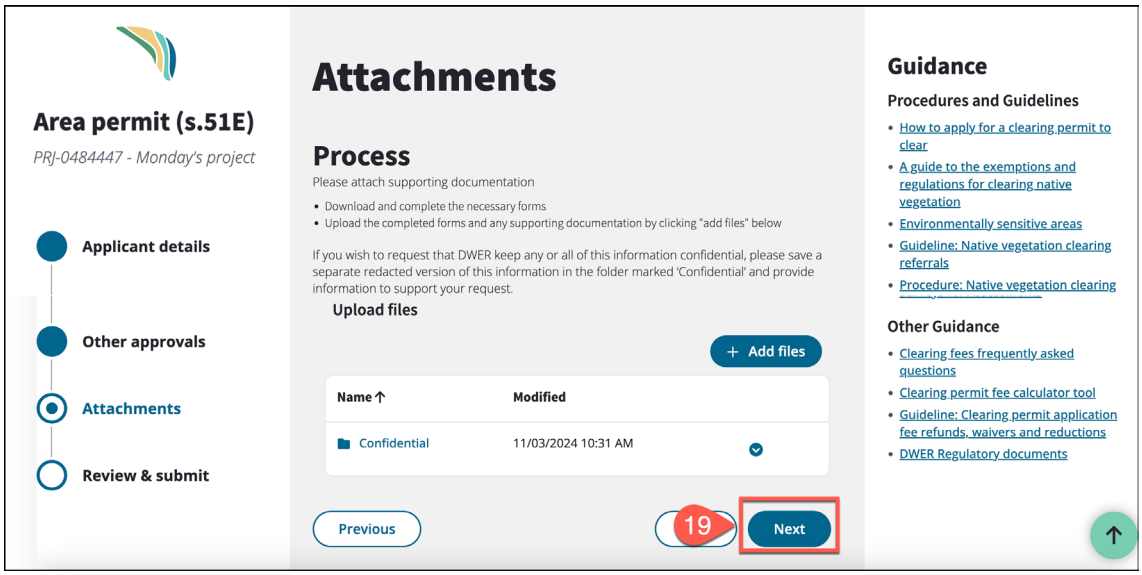
17. Complete the **Assessment Bilateral Agreement** page, then select **Next**.



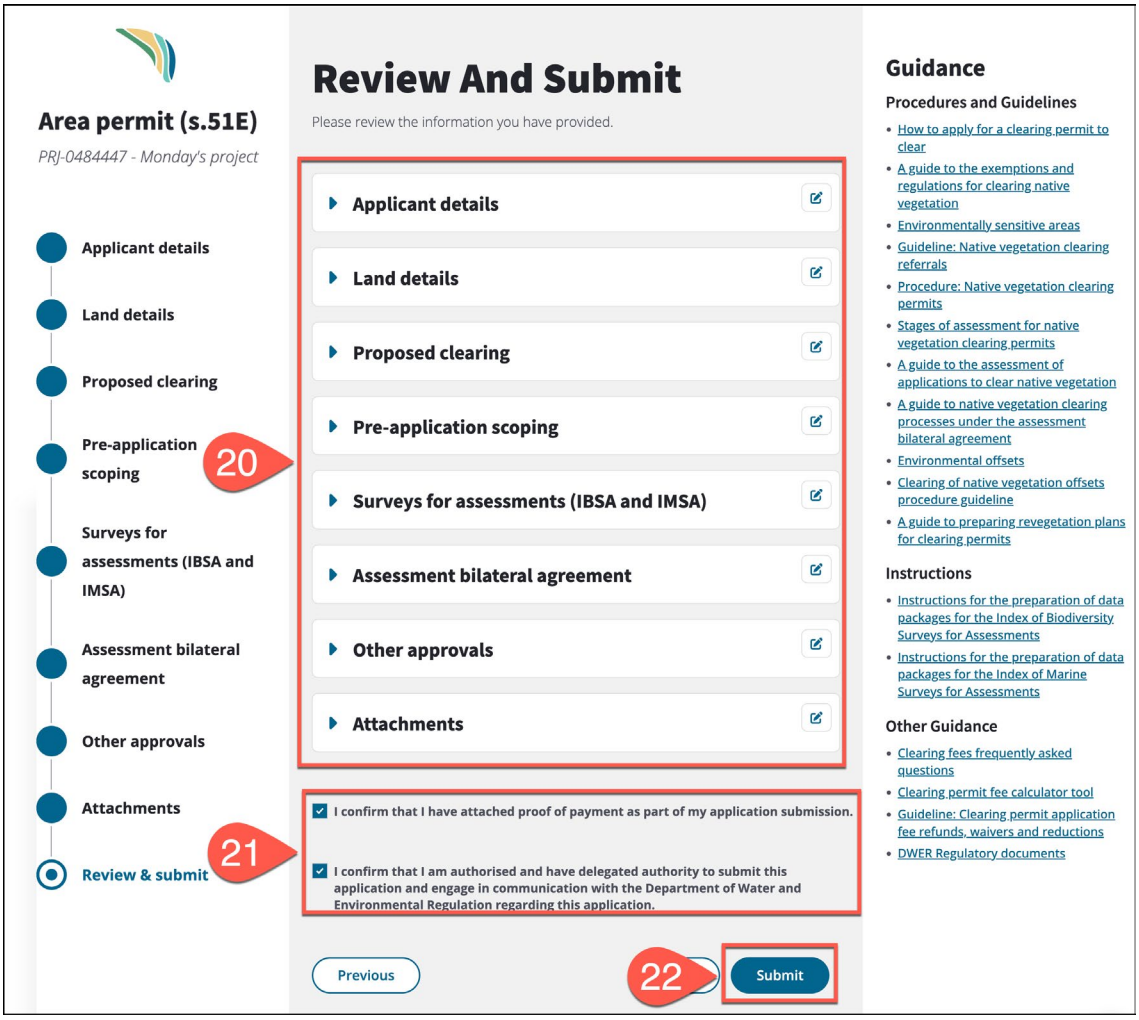
18. Complete the **Other Approvals** page, then select **Next**.

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

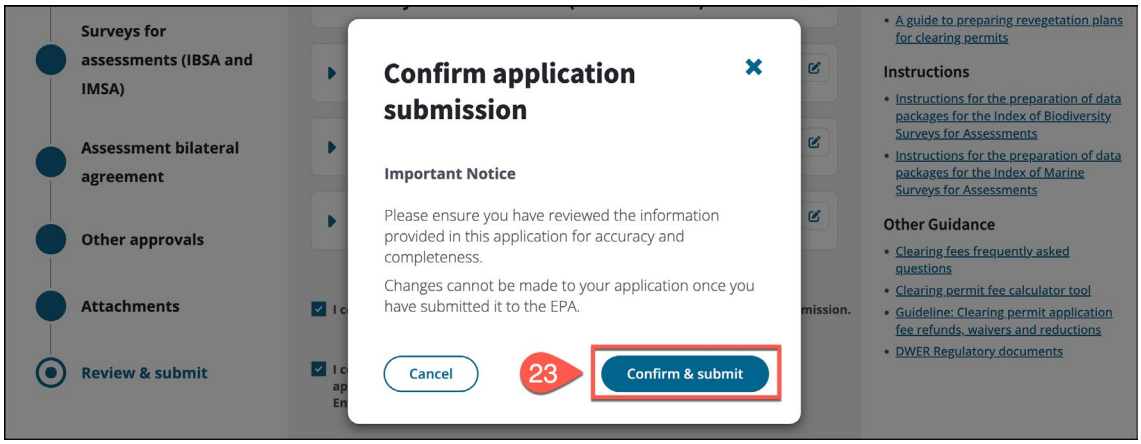
Note: If your application needs to be treated as confidential, provide a redacted version of the files and include the information to support the reason for confidentiality.



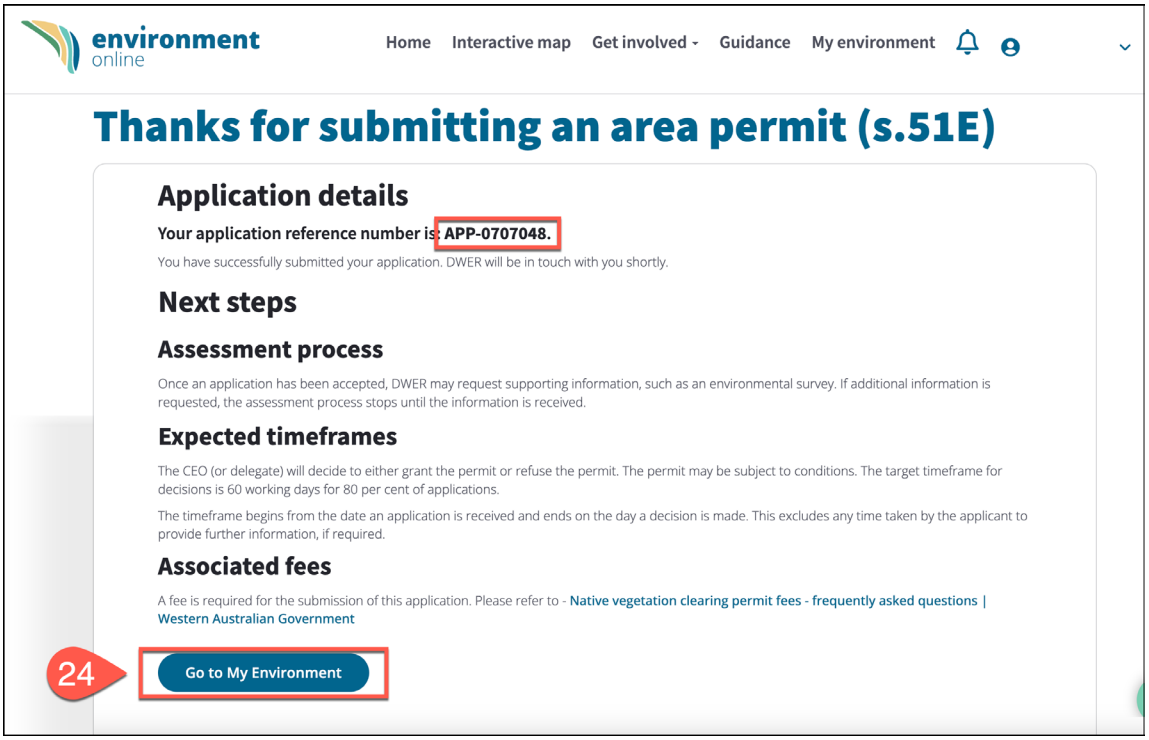
20. Confirm all details on the **Review and Submit** page have been entered.
21. Select the check box for **proof of payment, if applicable,** and to confirm **authority**.
22. Select **Submit**.



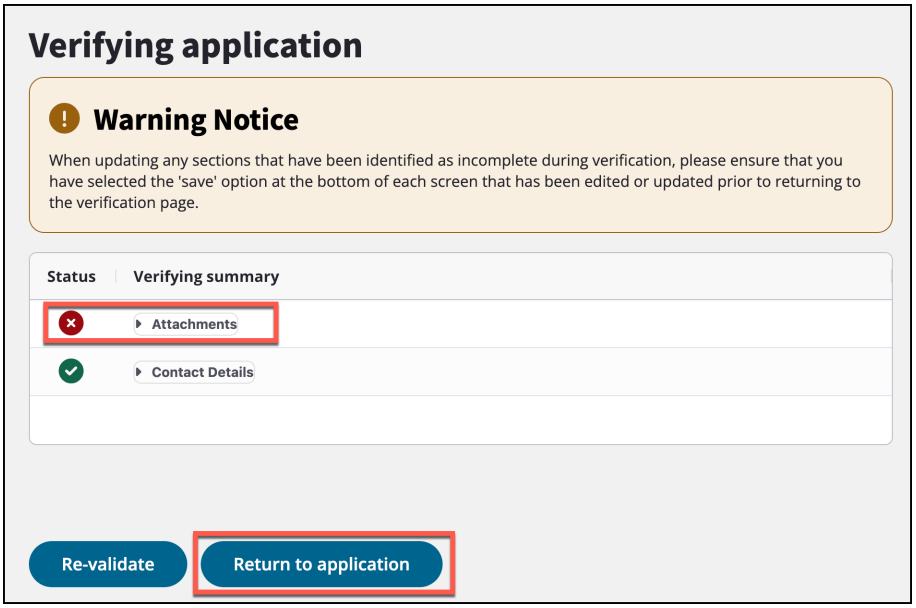
23. Select **Confirm & submit**.



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



If you receive an error, select **Return to application** to amend.



Note: Review the **Guidance** section of Environment Online to search our document library for guidance and help materials.