

# Environment Online

## How to submit an Industry Regulation application – New licence or works approval

### Reference guide

May 2026



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

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## 1 Summary

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This guide provides step-by-step instructions for users (or an authorised representative) on how to submit a **new Industry Regulation licence or works approval application** through the Environment Online (EO) Portal.

This guide covers how to:

- Start a **new Industry Regulation licence or works approval application**
- Navigate through the key sections of the online form (including Contact details, Premises details, Prescribed activities, Elements, Emissions and discharges, Receptors, Surveys, Other approvals, Lead Agency status, Stakeholders and consultation and Attachments)
- Review and submit your application
- Understand what happens after submission and how to track your application in EO

## 2 Prerequisites

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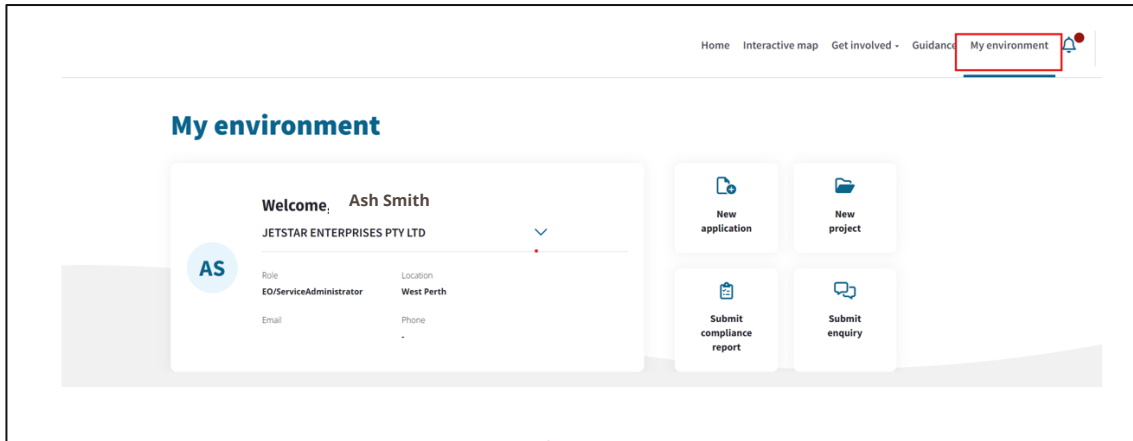
Before submitting a new Industry Regulation licence or works approval application in EO, ensure the following:

- **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.
- **Required form(s):** Download and complete the required form referenced in EO (e.g. the *Applicant history and request for exemption* form shown on the 'Before you begin' page).
- **Invoice/payment readiness:** Ensure the correct invoice details are available (and have a purchase order number ready if your organisation requires one on invoices).
- **Supporting documents ready (if applicable):** Prepare any supporting evidence relevant to your circumstances (e.g. proof of occupier status, authorisation to act, and any documents referenced in the 'Other approvals' section).

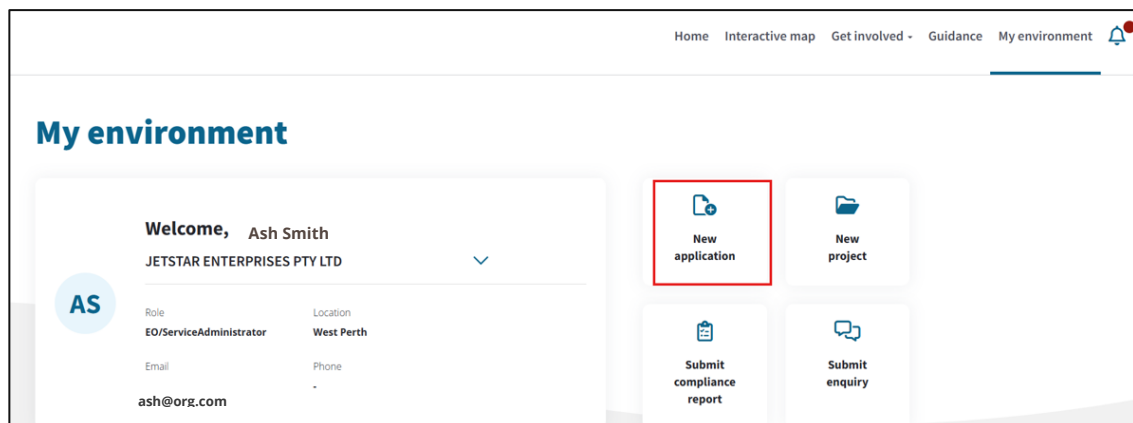
### 3 Submit a new application - Licence or works approval

After logging in to the EO Portal:

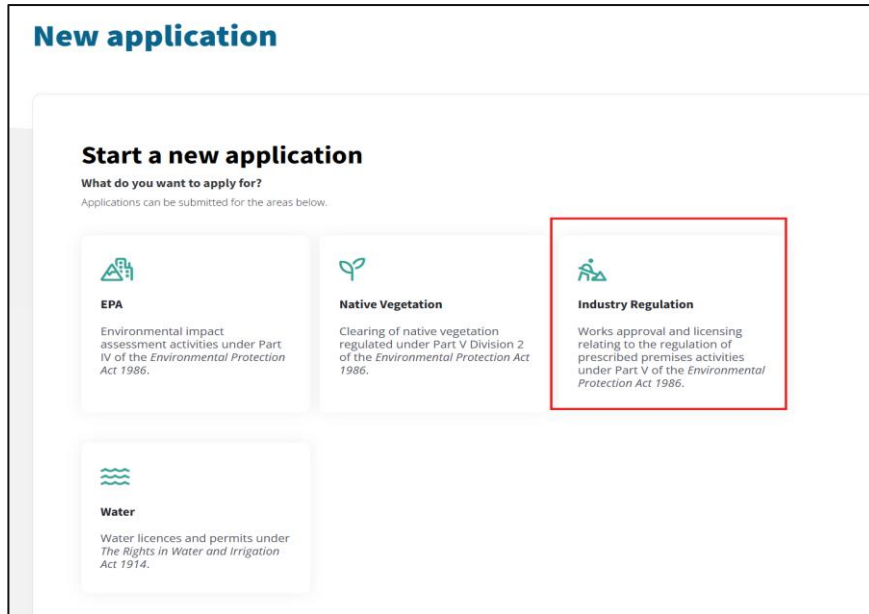
1. Go to the **My environment** dashboard.



2. Select **New application**.



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



4. On the **Application type** screen, select the relevant application type:
- **New – New instrument**
  - Complete the remaining fields on the page as required (e.g. activity – Licence/Works approval, project, industry sector/industry), then select **Start application**.

**New 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](#).

New

Select application type \*

New instrument

Select application activity \*

Select

Select

Licence

Works Approval

Default Project

Industry sector \*

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

Select

Industry \*

Select the main industry that primarily relates to your application.

Select

Start application

### 3.1 Before you begin – Licence or works approval

1. Read the information page to ensure you understand the process, guidelines and key considerations relevant to your application.
2. Review the eligibility and key notes provided (including who should submit the application and when).

**Important:** As part of this online application, you are required to download and complete the required form: *Application form annex: Applicant history and request for exemption* (link shown on the page). The form needs to be uploaded to this online application.

3. You may need to download and complete additional forms **if relevant**, to upload with your application.
4. Note the fee/payment information shown (fee is required; an invoice/payment request will be issued as part of the process).

#### When to use this form?

Use this form to apply for a new licence under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act).

A premises is considered a prescribed premises under Schedule 1 of the *Environmental Protection Regulations 1987* (EP Regulations) if the activities on the premises meet the category description, and the production or design capacity threshold for that activity is met or exceeded. Prescribed premises are regulated by the Department of Water and Environmental Regulation under Part V Division 3 of the EP Act.

If you are the occupier of a premises and intend to carry out any work on or in relation to the premises which causes the premises to become, or to become capable of being a prescribed premises, please apply for a works approval.

#### About the process

To complete your application, you will need to fill in the required fields in the following stepper pages, as well as download and complete the [Application form annex: Applicant history and request for exemption](#) form, uploading it along with any other supporting documents in the 'Attachments' section of this form. You may also need to download and complete the [Application form annex: Clearing activities](#) if your application includes native vegetation clearing.

Applications for certain categories of prescribed premises may require one or more additional supporting forms to be submitted with the application form. These forms provide clear (although not exhaustive) instructions on the information we require to assess an application involving the categories listed below.

- [Application form annex: Category checklist \(solid waste landfills\)](#)
- [Application form annex: Category checklist \(tailings storage facilities\)](#)
- [Application form annex: Activity checklist \(Better practice organics recycling\)](#)

Furthermore, a report template is optional to assist you as an operator of an organics recycling facility to address supporting information requirements and facilitate efficient processing of your application.

- [Report template: Better practice organics recycling](#)

Once submitted, we will review your application and a decision will be made to either validate or decline to deal with the application in accordance with s.54(2)(a) or s.57(2)(a) of the EP Act. We may request further information prior to making this decision. Once validated, the assessment of your application will commence.

#### 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](#)
  - [DWER regulatory documents](#)
  - [Guideline: Submit an application](#)
- Download application forms**  
 Make sure you have the application forms you need to include in submission.
  - [Application form annex: Applicant history and request for exemption](#)
  - [Application form annex: Clearing activities](#)
  - [Application form annex: Category checklist \(solid waste landfills\)](#)
  - [Application form annex: Category checklist \(tailings storage facilities\)](#)

5. 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.

### 3.2 Contact details

This section allows you confirm the correct contact details for your **new licence or works approval** application. The EO Portal will display the instrument holder’s key details and prompt you to confirm information before you continue.

1. Review the **Instrument holder details** to confirm you have the correct information. Details are auto populated and include the organisation information (e.g. ABN, ACN, email, phone, address).

**APP-0712612**  
**New instrument**  
 Pj-0492839 - Default Project

- Contact details** (selected)
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status
- Stakeholders and consultations
- Attachments
- Review and submit

### Contact details

Details have been populated from your portal account and the entity you are representing where available. Please review your details to ensure they are correct and up-to-date. To update your portal account details, please make any edits then save and exit your application. Updating entity details will require service administrator access for that entity.

#### Instrument holder details

Review your pre-populated details to ensure they are correct and up-to-date.

Instrument holder details		
<b>Organisation</b>	<b>ABN</b>	<b>ACN</b>
Shire of Denmark	2435506263	554433988
<b>IARN</b>	<b>Email</b>	<b>Phone</b>
-	enquiries@denmark.wa.gov.au	-
<b>Address</b>		
953 South Coast Highway Denmark WA 6333 Denmark WA 6333 Australia		

#### Instrument representative

The instrument representative is the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative user as the instrument representative.

**Instrument representative \***


Flocy Lin

**Full name \***

Ben Smith

**Email \***

bensmith@org.com

2. Confirm that the contact details are correct.
3. If you need to change the **Primary contact** person for this application, select the 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	CITY OF SWAN	Joor
<input type="checkbox"/>		@dwerim.onmicrosoft.com	0450803353	FROTH CRAFT BUNBREWERY	Joor
User account					

4. In the **Payment details** section, review the invoice details and indicate whether a purchase order number is required (No/Yes).
5. 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.



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

No
Yes

**! Attachments**

Please provide the following attachments as part of your application:

1. A current ASIC Company Extract must be provided for new instrument, registration, renewal and transfer applications. You should also provide this for amendment applications where your previous ASIC details have changed.
2. Authorisation to act as representative of the occupier letter.

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


Previous
Save
Next

6. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.3 Premises details

In this section, define the premises that this application relates to. Enter the required details for the prescribed premises the application relates to, including (where applicable):

- Premises description
- Premises name
- Street address (if applicable)
- Local Government Authority area
- Suburb
- Postcode
- Occupier status



APP-0712612  
**New instrument**  
PRJ-0492639 - Default Project

## Premises details

In this section, define the premises that this application relates to. There is guidance for prescribed premises boundary setting in [Guideline: Industry Regulation Guide to Licensing](#).

- Contact details**
- Premises details**
- Prescribed activities**
- Elements**
- Emissions and discharges**
- Receptors**
- Surveys for assessments (IBSA and IMSA)**
- Other approvals**
- Lead Agency status**
- Stakeholders and consultations**

**Premises description \***

Provide the land description or relevant tenure (whole or part to be specified) of all properties covered by the premises boundary, as shown on title details registered with Landgate, as applicable:

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

Where the premises boundary does not entirely align with cadastral(s) (land parcel) or mining tenement(s), spatial coordinates of the boundary must be provided in GDA 2020 (Geocentric Datum of Australia 2020).

**Premises name \***

This name will be used to refer to your prescribed premises. For amendment applications, a differing name to that used on the existing instrument indicates you are seeking an amendment to the premises name.

**Street address**

**Local Government Authority area \***

1. In **Premises description**, provide the land description and/or tenure details for the premises boundary. Include the relevant identifiers as applicable (for example):
  - volume and folio number
  - lot/location number
  - Crown lease or reserve number
  - pastoral lease number
  - mining tenement number
2. If the premises boundary does not fully align with cadastral or mining tenure boundaries, include the required spatial coordinates (GDA2020) as prompted on the page.
3. In **Premises name**, enter the name used to identify the prescribed premises. If the name differs from the existing instrument, this may indicate you are seeking an amendment to the premises name.
4. Complete the location-related fields (LGA, suburb, postcode, and street address if relevant).
5. In **Occupier status**, choose the option that best describes the occupier of the premises. Available options may include:
  - Registered proprietor on certificate of title
  - Lease holder
  - Public authority that has care, control, or management of the land
  - Other
 If **Other** is selected, provide any additional details if prompted.

**Occupier status \***

Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.

Select

Select

Registered proprietor on certificate of title

Lease holder

Public authority that has care, control, or management of the land

Other

6. Complete the premises screening questions (**No/Yes**) shown on the page, including:
- whether the premises is in a Public Drinking Water Source Area (PDWSA)
  - whether the proposal involves discharge of waste into a designated area
  - whether the premises is within an Environmental Protection Policy (EPP) or State Environmental Policy (SEP) area
  - whether the premises is subject to any EPP/SEP requirements

Use the links provided on the page (where needed) to check guidance before selecting your answer.

**Occupier status \***

Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.

Select

**Is the premises situated in a Public Drinking Water Source Area (PDWSA)?**

For further information on PDWSAs and their location refer to [Public drinking water source areas](#) and [Public drinking water source area mapping tool](#).

No Yes

**Does your proposal involve a discharge of waste into a designated area (as defined in section 57 of the EP Act)?**

Designated areas are defined in section 57 (5) of the EP Act. Refer to [Water resources management legislation](#) for further information on designated areas.

No Yes

**Is the premises within an Environmental Protection Policy (EPP) Area or State Environmental Policy (SEP) Area?**

Refer to [State Environmental Policies](#) and [Environmental Protection Policies](#) for further information on EPPs and SEPs that are currently in place.

No Yes

**Is the premises subject to any Environmental Protection Policy (EPP) Area or State Environmental Policy (SEP) Area requirements?**

Refer to [State Environmental Policies](#) and [Environmental Protection Policies](#) to determine if the requirements of any EPPs and SEPs are relevant and/or would apply to your premises. For example, sulfur dioxide standards and emission limits set out under the [Environmental Protection \(Kwinana\) \(Atmospheric Wastes\) Policy 1999](#).

No Yes

7. If you need to provide attachments as part of your application, include them in the **Attachments** section.

**! Attachments**

Please provide the following attachments as part of your application:

1. Proof of occupier status.
2. Premises map/s.
3. If available, a shapefile (multi-file format of at least .shp, .shx, .prj and .dbf files) of the proposed premises boundary.
4. A coordinates table if the premises boundary does not align entirely with a cadastre(s) (land parcel) or mining tenement(s).

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

8. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.4 Prescribed activities

In this section, confirm the prescribed premises category.

1. Select **+ Add category** to add a prescribed activity/category to the application.

2. In the **Add prescribed activities** window, select the relevant category from the dropdown list.

3. After selecting a category, complete the category-specific fields that appear. Depending on the category selected, this may include:
  - Unit type
  - Capacity range
  - Production/design capacity
  - Estimated/actual throughput (or other category-specific values)
4. Enter values carefully, as these details may affect fee components and assessment requirements.

5. Select **Save** to add the category.
6. Click **+Add category** again if more than one category applies to the application.
7. If you need to include detailed calculations of fee components, attach this to your application in the **Attachments** section.

**! 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](#).

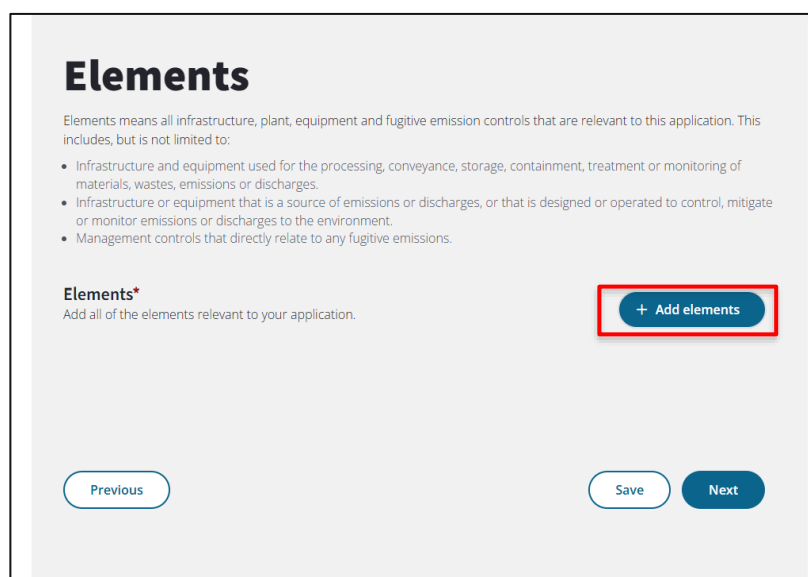
8. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.5 Elements

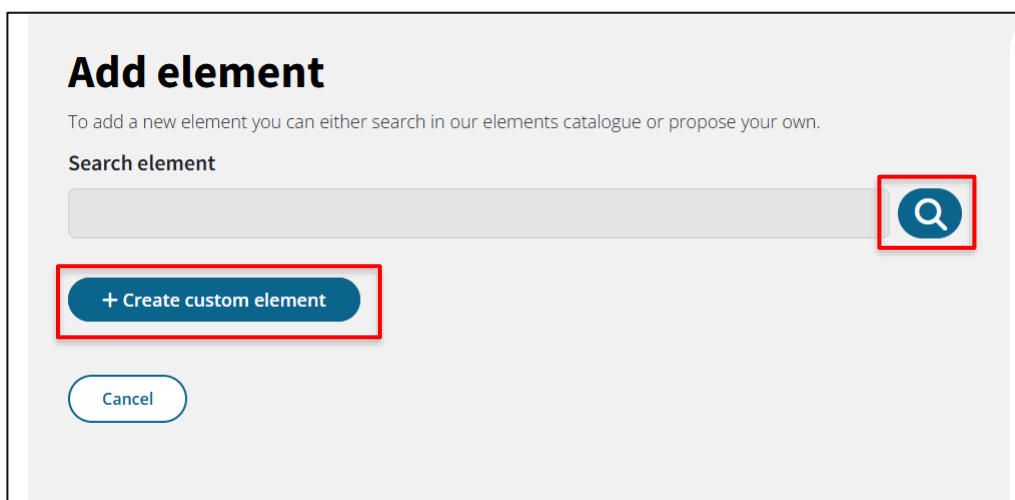
Elements means all infrastructure, plant, equipment and fugitive emission controls that are relevant to this application. This includes, but is not limited to:

- infrastructure and equipment used for the processing, conveyance, storage, containment, treatment or monitoring of materials, wastes, emissions or discharges
- infrastructure or equipment that is a source of emissions or discharges, or that is designed or operated to control, mitigate or monitor emissions or discharges to the environment
- management controls that directly relate to any fugitive emissions.

1. On the **Elements** page, select **+ Add elements**.



2. On the **Add element** screen, either:
  - use **Search element** to select an element from the list, or
  - select **Create custom element** if the required element is not available.



- If you selected an element from the list, click **Select** to confirm, then complete the **Element type/details** fields that appear.

**Lookup records**

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/>	Model Element Category Name ↑	Created On	Industry
<input type="checkbox"/>	Abattoir facility	28/05/2025 2:29 PM	
<input type="checkbox"/>	Area for stockpiles	28/05/2025 2:29 PM	
<input type="checkbox"/>	Containment other than pond/dam (e.g. open pit)	28/05/2025 2:29 PM	
<input type="checkbox"/>	Dust Control management	28/05/2025 2:29 PM	
<input type="checkbox"/>	Feedlot	28/05/2025 2:29 PM	

Cancel Select

- Complete all required fields (marked with \*). Depending on the element, fields may include:
  - title/name
  - design or construction specifications
  - operational specifications
  - site plan reference
  - reference to supporting documents
  - related prescribed activity (if prompted)
  - whether it is critical containment (if prompted)

Use clear, factual wording and align the details to the premises and prescribed activities in your application.

**Element type**

To add a new element you can either search in our elements catalogue or propose your own.

**Model Element**

Stormwater management

**Title \***

Provide a short descriptive title for the element. Pre-populated element titles can be renamed as required.

Stormwater management

**Design construction/installation specifications**

Provide details of the proposed or as-constructed specifications of the element. This includes the physical extent and properties and any pollution control equipment or treatment systems that are part of the element.

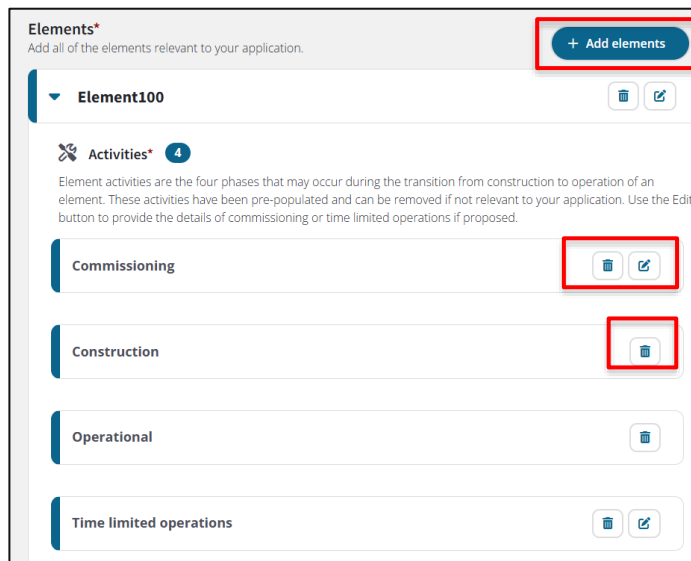
**Operational specifications**

Provide details of the processes or operational activities undertaken in relation to the element. This includes how the element is operated and any management measures used to control emissions and discharges.

**Site plan reference**

A site plan showing the location of the element must be provided as an attachment. Provide a reference to the relevant site plan and any labeling on the plan specific to the element or its parts.

5. Save the element and repeat if needed by searching or creating the additional element.
6. Select **Save and close** to return to the **Elements** page.
7. Confirm the element appears in the list. Edit or delete the activities that are not applicable to the element listed.



8. If you need to **create a custom element** select this option on the **add element** page, then provide requested information as shown on the page before you click **Save and close**.

### Element details

**Title \***  
Provide a short descriptive title for the element. Pre-populated element titles can be renamed as required.

**Design construction/installation specifications**  
Provide details of the proposed or as-constructed specifications of the element. This includes the physical extent and properties and any pollution control equipment or treatment systems that are part of the element.

**Operational specifications**  
Provide details of the processes or operational activities undertaken in relation to the element. This includes how the element is operated and any management measures used to control emissions and discharges.

**Site plan reference**  
A site plan showing the location of the element must be provided as an attachment. Provide a reference to the relevant site plan and any labelling on the plan specific to the element or its parts.

**Related prescribed activity**  
Select which prescribed premises category the element is related to. If the element is related to multiple categories, leave blank.

Select

**Categorised as critical containment?**  
Information on critical containment infrastructure is contained in the [Guideline: Industry Regulation Guide to Licensing](#).

No  Yes

9. If you need to include attachments to support information about construction, time-limited operations or operations of the elements in the application, upload them in the **Attachments** section.

**! Attachments**

Provide the following attachments as part of your application:

1. Supporting documentation containing further detailed information relating to the construction, time limited operations and/or operations of the elements that are part of the application.
2. Site plan(s) showing the location of all elements relevant to the application.
3. If available, a shapefile (multi-file format of at least .shp, .shx, .prj and .dbf files) of the site plan.
4. If commissioning is proposed, an Environmental commissioning plan(s) containing further detailed information on commissioning activities.

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

10. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.6 Emissions and discharges


In this section, provide information on waste-related activities relevant to the application, such as waste generation, acceptance onto the premises, treatment, disposal or processing into waste derived materials or products.

Sections on this page include:

- Waste management
- Part 2 waste
- Discharges to the environment
- Fugitive emissions
- Monitoring

Each section explains what information is required. Read this carefully to ensure you are capturing accurate information of the emissions and discharges.

1. Select the relevant **+Add** button and complete the required details.



APP-0712472  
**New instrument**  
Pip-0491556 - Detail Project

## Emissions and discharges

- Contact details
- Premises details
- Prescribed activities
- Elements
- **Emissions and discharges**
- Receptors
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status
- Stakeholders and consultations
- Attachments
- Review and submit

**Waste management**

This section is used for providing information on waste related activities relevant to the application, such as waste generation, acceptance onto the premises, treatment, disposal or processing into waste derived materials or products.  
For further guidance on the definition of waste, refer to the [Fact Sheet: Assessing whether material is waste](#)

**Waste management**

Add details of the waste management activities relevant to your application. If individual wastes are in the same physical state (solid, liquid, other) and will be managed in the same way, they can be included under one waste management activity. For example, acceptance of putrescible waste and inert waste can be entered under the one waste management entry if they will be managed in the same way.

Only add multiple of the same activity where there are wastes with different physical states (solid, liquid, other) or where it is necessary to distinguish that operation/management of the activity will be undertaken in a different or specific manner. For example, acceptance of asbestos waste (Special Waste Type 1) can be entered separately to other solid wastes due to different management actions occurring at acceptance.

[+ Add](#)

Activity	Solid/Liquid/Other	Waste Type	Actions
There are no records to display.			

**Is any of the waste listed under Waste management considered dangerous goods for the purpose of the Dangerous Goods Safety (Storage and Handling of Non Explosives) Regulations 2007?**

Some wastes may require specific storage and handling requirements and/or approval under Dangerous Goods legislation. Wastes derived from dangerous goods may also be considered hazardous and need to be handled with the same precautions. For further information, please refer to [Dangerous goods and major hazard facilities - WorkSafe](#)

No  Yes

**Part 2 waste**

This section is used for providing the detail of any point source discharges of Part 2 wastes that are relevant to the application. Part 2 wastes consist of tailings; bitumen; water to allow mixing of one; flyash; or wastewater from a destination plant. If your premises includes category 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, and/or 85B, your application must specify any applicable Part 2 waste amounts that will be discharged.

For the discharge of water to allow mixing of one, a detailed water balance demonstrating the volume of water proposed to be extracted and discharged to the environment should be provided as an attachment.

**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:

2. Complete the **Add waste management** page with the required details.

### Add waste management

**Activity \***  
Select the appropriate waste management activity from the dropdown menu.

Select ▼

**Solid/Liquid/Other \***

Select ▼

**Waste description \***  
Provide details of the waste material(s) such as the source and waste characterisation, as well as any other relevant information.

**Waste type**  
For solid wastes, select the applicable waste types from the **Landfill Waste Classification and Waste Definitions 1996** and if relevant, **Controlled Waste**. For liquid wastes and other wastes (gases, sludges, etc.), select Other Waste and/or Controlled Waste, as relevant. For waste derived materials (e.g. recycled construction waste outputs), select Not Applicable. Multiple waste types can be selected. If Controlled Waste is selected, you must list the specific Controlled Waste types in an additional table that will be added to the form after you click Save.

Select or search options ▼

Cancel
Save

3. Click **Save** to return to the **Emission and discharges** section.
4. Continue to add records for each section (**Part 2 waste, Discharges to the environment, Fugitive emissions, Monitoring**), if applicable.
5. If a section does not apply to the application, leave it blank unless the EO Portal requires a response.
6. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.7 Receptors

In this section, provide all sensitive human and environmental receptors that may be affected by an emission or discharge associated with the proposed activities.

1. Select **+ Add receptor**.

APP-0712472  
New instrument  
PRJ-0491556 - Default Project

- Contact details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors**
- Surveys for assessments (IBSA and IMSA)
- Other approvals
- Lead Agency status
- Stakeholders and consultations

## Receptors

**Receptors \***  
Provide all sensitive human and environmental receptors that may be affected by an emission or discharge associated with the proposed activities, as well as any sensitive receptors known or suspected to be present within, or within close proximity to, the proposed prescribed premises boundary. Refer to the [Guideline: Environmental siting](#) for further guidance.

[+ Add receptor](#)

Receptor Group	Receptor Type	Receptor Description	Distance and Orientation	Location
There are no records to display.				

**Environmental siting context details \***  
Provide a summary of the environment at the premises and its surrounds, including details on topography, climate, geology, soil type, hydrology, and hydrogeology. Further detailed information and a map describing the environmental siting of the premises must be provided as an attachment. Provide a reference to the relevant document(s) and map(s) name, including any sections specific to environmental siting.

- In the **Add receptor** pop-up window, complete the required fields (for example, **Receptor group, Receptor description, Distance and orientation, Location description**), then **Add** the record.
- Repeat this step if multiple receptors apply.
- In **Environmental siting context details**, enter a short summary about the surrounding environment and nearby receptors. Include only the information relevant to the application and the premises.
- If you need to provide receptor and environment siting map/s and other additional supporting documentation, include them as part of your submission in the **Attachments** section.

**Attachments**

Please provide the following attachments as part of your application:

- Receptor and environmental siting map/s, labelled accordingly and showing the premises, environmental siting context, surrounding receptors and their distances to the premises.
- Any additional supporting documentation containing detailed information about the environmental siting of the premises or sensitive receptors.

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

- Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.8 Surveys for assessments (IBSA and IMSA)

In this section, provide any required biodiversity or marine surveys that support your application for activities that may impact the environment. Biodiversity or marine surveys are required to be lodged with the Index of Surveys for Assessments prior to submission of the application.

1. On the **Surveys for assessments (IBSA and IMSA)** page, review whether any survey records need to be linked to support the application.
2. To link an existing survey record, select **Add Survey** and choose the relevant survey from the lookup.

**Important:** Clicking the **Create new survey** button will kickstart a separate EO submission process outside of this current submission. If you choose to do this, make sure you save your current amendment submission first before creating a new survey, so you can return and complete it later.

3. If you do not have any survey data to provide, click **Next** to proceed.

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- Contact details
- Premises details
- Prescribed activities
- Elements
- Emissions and discharges
- Receptors
- Surveys for assessments (IBSA and IMSA)**
- Other approvals
- Lead Agency status
- Stakeholders and consultations

## Surveys for assessments (IBSA and IMSA)

Biodiversity or marine surveys may be necessary to support your application where activities may have an impact on the environment. Any biodiversity or marine surveys that will be used are required to be lodged with the Index of Surveys for Assessments prior to submission of the application.  
For further information and guidance on the Index of Surveys for Assessments, please see [Program: Index of Surveys for Assessments](#).

### Biodiversity and marine surveys

The [Instructions for the Index of Surveys for Assessments \(ISA\)](#) must be followed for the preparation of ISA survey data packages. Non-compliant submissions will be declined or returned by the department.  
Surveys which have been submitted via Environment Online can be linked to this application by selecting them in the first table below, or by selecting to create a survey if the survey data package has not previously been accepted by the department. If the survey was accepted by the ISA (IBSA or IMSA) before the ISA was incorporated into Environment Online, the legacy IBSA or IMSA number(s) can be provided in the second table below.

IBSA and IMSA

[+ Create New Survey](#) [Add Survey](#)

ISA submission number ↑	Survey type	Survey title	Actions
<i>There are no records to display.</i>			

[Previous](#) [Save](#) [Next](#)

### 3.9 Other approvals

1. On the Other approvals page, work through each section and answer the questions shown (Yes/No and drop-down selections). The page may include questions about:
  - Major project or State Agreement Act
  - mining proposal approvals
  - planning or other related approvals
  - environmental impact assessment (including EPA referral)
  - clearing of native vegetation
  - water licences and permits

2. Provide additional details where required. Where you select **Yes**, additional fields may appear.
3. Complete the additional fields with the required information, such as:
  - approval or referral reference numbers
  - status of the approval/process
  - brief explanatory details relevant to the application

Keep responses clear and concise.

4. If you need to provide attachments to support your application, include this in the **Attachments** section later.

**Attachments**

Please provide the following attachments as part of your application:

1. Copies of other approvals where relevant.
2. If you are applying for native vegetation clearing as part of this application, complete the clearing activities form. The clearing activities form is available in the Information panel on the side.
3. If clearing is proposed, a map of the proposed area to be cleared.

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

5. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.10 Lead Agency status

In this section, confirm the lead agency status of the proposed activities.

1. If you answer **No**, continue with this application by clicking **Next**.

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**Lead Agency status**

Applicants wishing to progress approval applications in Western Australia can benefit from the State's globally recognised Lead Agency Framework which offers a single point of entry and assigns one department to assist and coordinate approvals. Proposed activities within the Lead Agency Framework receive a level of service related to their size, complexity or environmental, economic or social impacts.

For more information on Western Australia's Lead Agency Framework, please refer to: [Western Australia's Lead Agency Framework](#).

**Do the proposed activities have Lead Agency status? \***

No  Yes

2. If you answer **Yes**, fill in all the relevant fields as prompted.

**Do the proposed activities have Lead Agency status? \***

No  Yes

**Type of Lead Agency status \***

For details on the type of Lead Agency status to select, please refer to: [Western Australia's Lead Agency Framework](#).

Tier 1: State significant  
 Tier 2: State significant (strategic)  
 Tier 3: Lead agency (advice and support)

**Case manager department \***

Provide the name of the department which is the Lead Agency for the proposed activities.

**Full name \***

Provide the name of the case manager at the Lead Agency.

**Email \***

Provide the email address of the case manager at the Lead Agency.

**Phone \***

Provide the telephone number of the case manager at the Lead Agency.

3. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.11 Stakeholders and consultations

In this section, list the stakeholders who are likely to be affected by your proposed activities in your application, including Traditional Owners.

1. Select **+ Add Stakeholder** to add stakeholder records (if applicable).
2. Complete the **Add new Stakeholder** in the pop-up/window.
3. Repeat this step if multiple stakeholders need to be listed.

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**Stakeholders and consultations**

List the stakeholders who are likely to be affected by your proposed activities in your application, including traditional owners. For further guidance refer to [Guideline: Industry regulation guide to licensing](#).

Key stakeholders + Add Stakeholder

Stakeholder Name	Stakeholder Organisation	Stakeholder Role	Actions
There are no records to display.			

Stakeholder identification  
Describe how the above list of stakeholders were identified

Consultation summary  
Provide a summary of the consultation process. For those stakeholders that were consulted, provide a summary of what was discussed, the key issues raised and whether those issues were resolved or outstanding. For those stakeholders that were not consulted, provide information on why they were not consulted.

- In **Stakeholder identification**, describe how stakeholders were identified for this application. Keep the response brief and relevant to the amendment.
- In **Consultation summary**, summarise any consultation undertaken (or explain why consultation was not undertaken, if applicable). Include key points only (for example, who was consulted and any relevant outcomes/issues).
- Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

### 3.12 Attachments

Upload any required supporting documents, including evidence for information provided in the **Instrument, Premises, Prescribed activities, Elements, Emissions and discharges, Receptors, Other approvals, Stakeholders and consultations** sections.

Ensure files meet the EO Portal requirements (e.g. attachments should not exceed **1GB**).

- Select **+ Add files** to upload the supporting documents for the application.
- Use **New folder** if needed to organise files before uploading.
- Upload all required forms and supporting documents relevant to the application (e.g. completed forms, technical reports, plans or other evidence referenced in the application).
- If any document contains confidential information, click the **Confidential** folder before clicking **+Add files**.
- Where requested, upload both:
  - a redacted version (for release/public use where applicable), and
  - a full version (for departmental review)

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- Contact details
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- Other approvals
- Lead Agency status
- Stakeholders and consultations
- Attachments**
- Review and submit

## Attachments

### Process

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

In addition to your own supporting documents, you must download and complete the relevant application form attachments and annexes from the information panel on the right. The [Application form annex: Applicant history and request for exemption](#) form must be provided for all applications. The other forms may be required depending on your proposed activities and categories of prescribed premises.

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)*.

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

[New folder](#) [+ Add files](#)

Name ↑	Modified
Confidential	10/03/2026 1:27 AM

[Previous](#) [Save](#) [Next](#)

- Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.












### 3.13 Review and submit

The **Review and submit** page is the final step before you submit your application. Use this page to confirm all information is correct and that you have attached the required documents.

- Click to expand and review each section:

## Review and submit

Please review the information you have provided.

- ▶ Contact details 
- ▶ Premises details 
- ▶ Prescribed activities 
- ▶ Elements 
- ▶ Emissions and discharges 
- ▶ Receptors 
- ▶ Surveys for assessments (IBSA and IMSA) 
- ▶ Other approvals 
- ▶ Lead Agency status 
- ▶ Stakeholders and consultations 
- ▶ Attachments 

2. Select **Edit** (the pencil icon) if you need to make changes. This will take you to the section page.
3. Review any fee summary or fee estimate information shown on the page (if displayed).

### 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	\$0
Part 2 waste components	\$0
Part 3 waste components	\$0

**Your total amount: \$0**

4. Read the declaration(s) and confirm you are authorised to submit the application by selecting the declaration checkbox(es).
5. Select **Submit**. When prompted, confirm submission (**Important Notice**) to lodge your application.

### 3.14 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 **Prescribed activities**, **Receptors** and **Other approvals** fields, add any incomplete information by clicking on the item. This will navigate to a new tab.

## 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
<span style="color: blue;">○</span>	Contact details
<span style="color: blue;">○</span>	Premises details
<span style="color: red;">✘</span>	▸ Prescribed activities
<span style="color: green;">✔</span>	▸ Elements
<span style="color: green;">✔</span>	▸ Emissions and discharges
<span style="color: red;">✘</span>	▸ Receptors
<span style="color: green;">✔</span>	▸ Lead Agency Status
<span style="color: red;">✘</span>	▸ Other approvals
<span style="color: blue;">○</span>	Attachments

← Return to application
Revalidate

3. 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.
4. Once done, click **Revalidate** on the validation page.

### 3.15 Submission confirmation

After you submit your application, a confirmation (success) page will display. This page includes your application reference number. 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.

## 4 Support and troubleshooting

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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.

