

Environment Online

Submit an Industry Regulation – application for amendment (licence or works approval)

22 May 2025



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

Summary

This guide demonstrates the process of submitting an Industry Regulation application for assessment of an amendment to an existing licence or works approval. This also includes administrative amendments.

Prerequisites

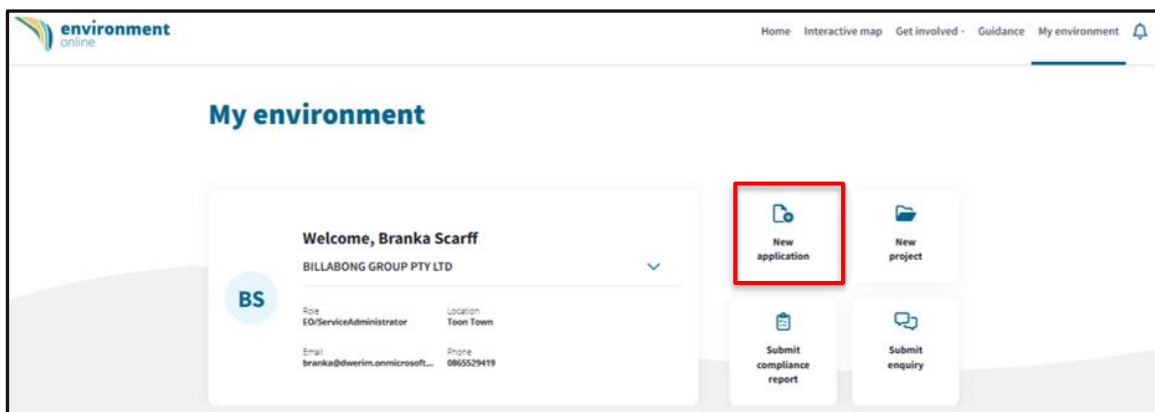
You must be a registered user to submit an application for assessment in Environment Online. Depending on the login type used and whether you are representing an entity, some details may be provided by selection or manual entry. Guidance on registering and logging in to Environment Online is available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

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

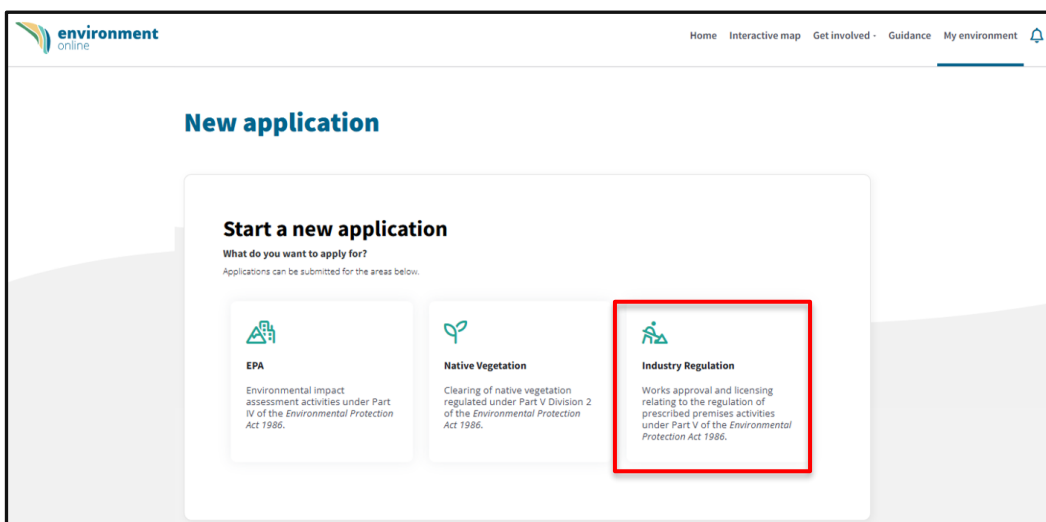
If you need assistance with registering in Environment Online, please contact our friendly support team. You can reach us by phone at 1800 161 176 during our contact hours, 8:30am-5pm (AWST), Monday to Friday, or by email at eosupport@dwer.wa.gov.au.

Submit an application for an amendment (licence or works approval)

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 **Amendment**.
4. Choose an application type from the **Select application type.** Drop-down menu and select **Amendment**.
5. Choose an application activity from the **Select application activity** drop-down menu and select what amendment you are requesting - **licence** or **works approval**.
6. Choose a project from the **Select a project** drop-down menu for which the amendment relates to.
7. Choose an **Industry sector** most applicable to your application.
8. Choose an **Industry** most applicable to your application.
9. Select **Start application**.

The screenshot shows the 'New application' page on the Environment Online website. The page title is 'New application' and the sub-header is 'Industry Regulation'. The form contains the following fields:

- What type of application do you want to create? ***: A dropdown menu with 'Amendment' selected.
- Select application type ***: A dropdown menu with 'Amendment' selected.
- Select application activity ***: A dropdown menu with 'Licence' selected.
- Select a project ***: A dropdown menu with 'Ruby Party' selected. There is a 'Create a new project' button next to it.
- Industry sector ***: A dropdown menu with 'Metal Ore Mining' selected.
- Industry ***: A dropdown menu with 'Metal Ore Mining' selected.

At the bottom of the form is a blue button labeled 'Start application', which is highlighted with a red box. Red arrows on the left side of the form point to each of the dropdown menus.

Note: Administrative Amendments are only those prescribed in section 59 (1) (e), (f), (h), (i) and (j) of the EP Act. They require no fee.

59. Amending works approval or licence

(1) The CEO may amend a works approval or licence by —

(e) correcting in the works approval or licence —

(i) a clerical mistake or unintentional error or omission; or

(ii) a figure which has been miscalculated; or

(iii) the misdescription of any person, thing or property;

or

(f) making an administrative change to the format of the works approval or licence which does not alter the obligations of the occupier of the premises to which the works approval or licence relates; or

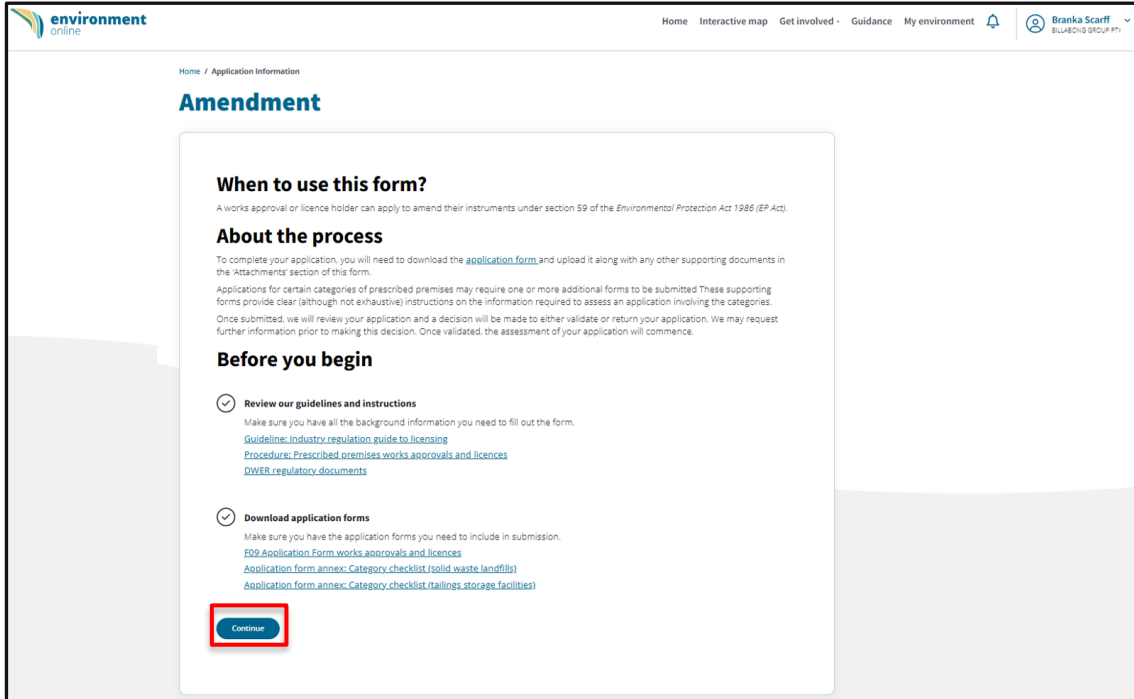
(h) deleting any discharge point or emission point which is no longer in use; or

(i) amending the works approval or licence in conformity with an approved policy or prescribed standard or with an exemption conferred under this Act; or

(ia) amending the works approval or licence to ensure that it is not contrary to, and that it otherwise accords with, a Ministerial statement; or

(j) amending the works approval or licence to give effect to a decision of the Minister under this Act (whether on an appeal or otherwise).

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



The screenshot shows the 'Amendment' page on the Environment Online website. The page includes the following sections:

- When to use this form?**

A works approval or licence holder can apply to amend their instruments under section 59 of the Environmental Protection Act 1986 (EP Act).
- About the process**

To complete your application, you will need to download the [application form](#) and upload it along with any other supporting documents in the 'Attachments' section of this form.

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

Once submitted, we will review your application and a decision will be made to either validate or return your application. 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](#)
 - Download application forms**

Make sure you have the application forms you need to include in submission.

 - [F09 Application Form works approvals and licences](#)
 - [Application form annex: Category checklist \(solid waste landfills\)](#)
 - [Application form annex: Category checklist \(tailings storage facilities\)](#)

A red box highlights the **Continue** button at the bottom of the page.

11. On the **Instrument details** page, select or enter the instrument you want to amend. Check that you have the correct **Contact details**. If not, select the magnifying glass to identify the user who will receive communications regarding this application.

12. Select **Next**.

Save and exit

APP-0196115
Amendment
PRJ-0097346 - Ruby Party

Select the instrument you want to amend

Statement - 588

Instrument details

Holder	Instrument number	Instrument type
WASTE MANAGEMENT (WA)	588	N/A
Start date	Expiry date	Annual fee due date
18 Mar 2022	N/A	N/A

Contact Details

If you would like to update the contact details regarding the Instrument, please specify below.

Primary contact *

Identify the user who will receive communications in regards to this application from DIWER. These may include communications from DIWER officers, or emails from the Environment Online system.

Branka Scarff

Save Next

NOTE: If you have selected the **log in with your email** method, you must provide the Instrument details and contact details of the current instrument holder. Provide the email address and phone number for the main contact to receive correspondence from the department regarding this application. Then select **Next**.

APP-0195499
Amendment
PRJ-0095640 - New Project Sep24

Instrument details

Instrument Number

Organisation

ABN

ACN

IARN

Email

Phone

Provide a telephone number

Save Next

13. On the **Amendment details** page, provide a brief summary of the proposed amendments to the instrument. For amendments where there are changes to prescribed categories, include which prescribed categories of the existing instrument the amendment relates to.

Note: where details are complex or extensive, a summary of each proposed change may be listed here, and further details uploaded in the 'Attachment' section as part of the application supporting documentation.

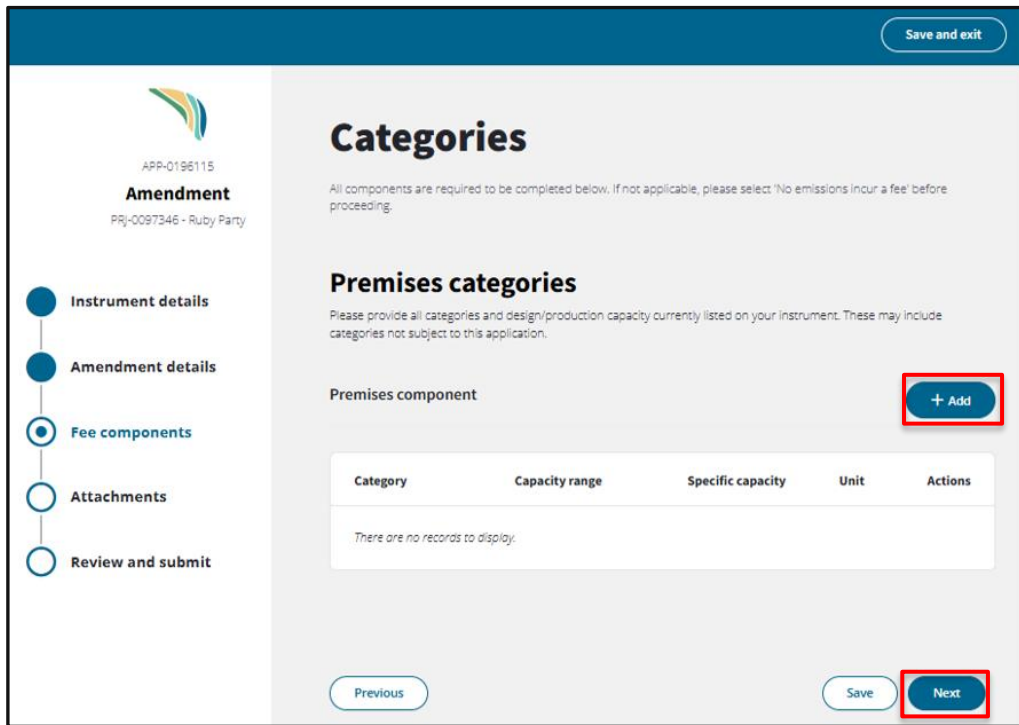
14. Select **Next**.

15. Complete the **Categories** page, select **+Add** to enter the **Premises** categories.

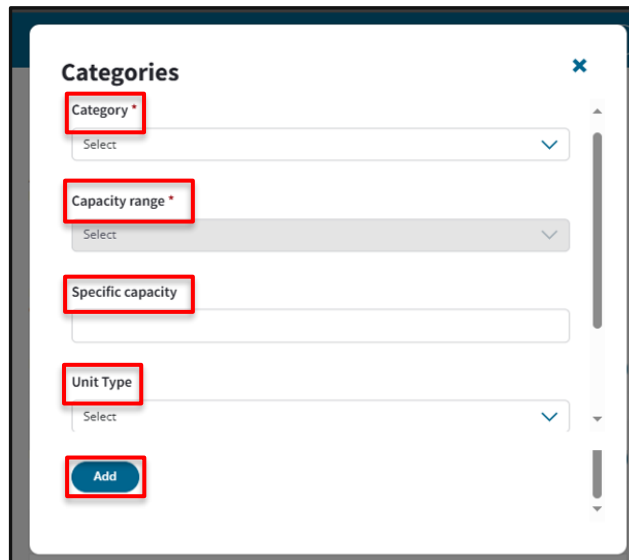
Note: Please add **all** prescribed categories currently authorised on the existing instrument with the existing approved capacity on the instrument, **not** only the category subject to this amendment application. An incorrect or incomplete entry may result in the application being returned and delays in processing.

The fee prescribed for an application for an amendment to a works approval or licence is calculated in accordance with r.5BB(1)(a) of the EP Regulations:

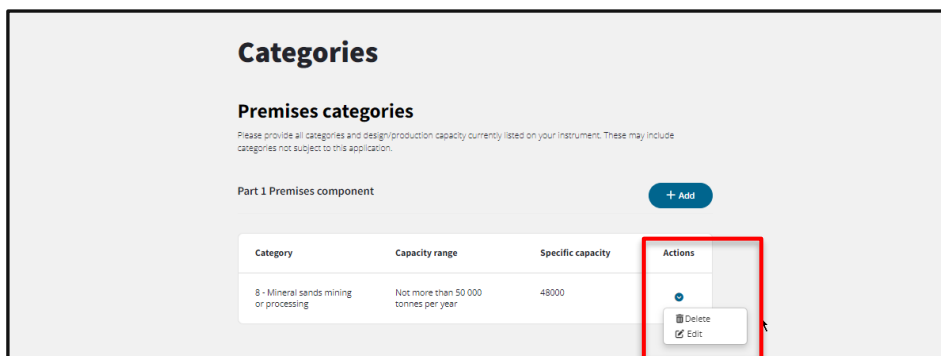
- for a **single category** of prescribed premises to which the works approval or licence relates, by using the **fee unit number** corresponding to the prescribed premises category and relevant design capacity threshold in Schedule 4 Part 1 of the EP Regulations.
- for **multiple categories** of prescribed premises to which the works approval or licence relates, by using the **highest fee unit number** corresponding to the prescribed premises categories and design capacity threshold in Schedule 4 Part 1 of the EP Regulations.



16. Select from the **Category**, **Capacity range**, **Specific capacity**, **Unit type** and select **Add**.



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



17. Select **Next** to move to the **Attachments** page.
18. Download and complete the relevant application forms
19. Select the **+Add files** button on the **Attachments** page to include any supporting documentation, including the application form, then select **Next**.

APP-0196115
Amendment
PRJ-0097346 - Ruby Party

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 1GB.

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	19/05/2025 9:50 AM

Previous Save Next

Note: If any of your application documents are required to be treated as **'Confidential'**, please provide a redacted version of the files, and include information to support the reason for confidentiality.

20. Confirm all details on the **Review and submit** page have been entered.
21. Confirm the **Amendment details** are correct.
22. Confirm the categories for **Fee components** are correct.
23. Confirm you have all your **Attachments**.
24. An estimated fee for your licence or works approval amendment will be displayed. No fee will apply for administrative amendments only.
25. Select the check box to confirm **authority**.

26. Select **Submit**.

Save and exit

APP-0196115
Amendment
PRJ-0097346 - Ruby Party

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

Review and submit

Please review the information you have provided.

- Instrument details
- Amendment 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	\$680.00

Your total amount: \$680.00

Confirmation

Please check the box to confirm delegated authority and proceed with your application.

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**

27. 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**

28. 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.

The screenshot shows the 'environment online' website's confirmation page. At the top left is the logo, and at the top right are links for 'Home', 'Interactive map', and 'Get involved'. Below the navigation is a breadcrumb trail 'Home / Confirmation'. The main heading is 'Thanks for submitting an amendment application'. A red-bordered box highlights the 'Application details' section, which contains the reference number 'APP-0196115' and a confirmation message. Below this are sections for 'Next steps', 'Assessment process', and 'Expected timeframes', followed by a 'Return to My Environment' button.

environment
online

Home Interactive map Get involved

Home / Confirmation

Thanks for submitting an amendment application

Application details

Your application reference number is: **APP-0196115**.

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

Next steps

Assessment process

After the application has been accepted, the department may request more information to support the application.

Expected timeframes

The department's target timeframe to decide on any application begins on the day the application is received, or on the next business day if it is received on a public holiday or outside normal business hours. Timeframes are not statutory; however, they are in place to provide efficiency targets for the department and some degree of certainty for applicants. The department's target timeframe for completing the assessment of an application is 60 business days.

The timeframe does not include time taken by the applicant to:

- pay the prescribed fee;
- submit further information in response to a written request; or
- respond to draft documents or instruments, or a notice of the department's intended refusal to grant.

[Return to My Environment](#)

