



Application Enquiry: Information for proponents

Advice is available to a proponent prior to their lodging an Application for a works approval, registration, licence or amendment

An *Application Enquiry* enables a proponent to seek advice:

- concerning whether an application for a works approval, new licence, or registration is required
- whether an amendment for a current works approval or licence is required
- whether scoping is recommended for a works approval or new licence application
- whether scoping is recommended for an application to amend or renew an existing licence, where changes are proposed to activities and/or emissions, changes have occurred to the receiving environment, or there have been changes to technology or acceptable emissions.

Part V of the *Environmental Protection Act 1986* (the Act) requires the CEO of Department of Environment and Conservation (DEC) to decline to deal with an application if it lacks sufficient information to enable it to be assessed, or is not in the correct format or accompanied by the correct fees. The Act also requires the CEO to be satisfied that an application contains the necessary information and is in the correct form before seeking comments from public authorities and other third parties and before advertising the application.

Activities requiring approval under Part V of the Act vary widely in nature and potential environmental impact. It is therefore critical to establish a clear and documented understanding between a proponent (applicant) and (DEC) on the form and content to be provided in a Part V application.

The scoping process, while not a statutory requirement:

- establishes whether a works approval or licence is required, and the information and supporting documents required to enable assessment of the application
- enables a proponent to understand what is required to be submitted in an application for it to be accepted for assessment
- assists the proponent to design works and plan operational systems prior to the application being submitted
- minimises delays and confusion associated with seeking additional information or changing information requirements after an application is lodged
- ensures public authorities and other third parties have access to all the information provided by the proponent in relation to an application
- determines DEC's strategy for subsequent assessment of the application
- provides DEC with a framework for screening an application and for assessing the environmental acceptability of the proposal
- assists DEC to audit the processes and soundness of decisions made
- improves certainty of process, timelines and outcomes for a proponent.

Use of the information provided in an *Application Enquiry*

The information will assist DEC to determine:

- whether a works approval, licence, registration or amendment is required
- whether a scoping meeting is recommended
- the information required in support of the application

Lodging application enquiry

Send the completed *Application enquiry: Proposal Details* to 'DEC Regional Leader' at the office in the region in which your premises is located. Contact details are provided in the table below. Send by:

- email as a signed PDF (not Word) attachment
- fax or
- post.

KWINANA/Swan Region
Telephone: (08) 9411 1777
Fax: (08) 9419 5897
Postal Address:
PO Box 454
KWINANA WA 6168

Kwinana2@dec.wa.gov.au

ALBANY/South Coast
Telephone: (08) 9842 4500
Fax: (08) 9841 7105
Postal Address:
120 Albany Highway
ALBANY WA 6330

Industryregsalbany@dec.wa.gov.au

KALGOORLIE/Goldfields
Telephone: (08) 9080 5555
Fax: (08) 9021 7831
Postal Address:
PO Box 10173
KALGOORLIE WA 6433

Kalgoorlie@dec.wa.gov.au

KUNUNURRA/Kimberley
Telephone: (08) 9168 4200
Fax: (08) 9168 2179
Postal Address:
PO Box 942
KUNUNURRA WA 6742

kununurra@dec.wa.gov.au

NORTHAM/Wheatbelt
Telephone: (08)9622 8940
Fax: (08) 9622 8947
Postal Address: PO Box 100
NARROGIN WA 6312

WheatbeltIR@dec.wa.gov.au

GERALDTON/MidWest
Telephone: (08) 99215 5955
Fax: (08) 9964 0948
Postal Address:
PO Box 72
GERALDTON WA 6531

GeraldtonIR@dec.wa.gov.au

BUNBURY/Southwest
Telephone: (08) 9725 4300
Fax: (08) 9725 4351
Postal Address:
PO Box 1693
BUNBURY WA 6231

SouthWestRegion.IndustryRegulation@dec.wa.gov.au

KARRATHA/Pilbara
Telephone: (08) 9182 2000
Fax: (08) 9144 1118
Postal Address:
PO Box 835
KARRATHA WA 6714

industryregpilbara@dec.wa.gov.au

Booragoon/Swan Region
Telephone: (08) 9333 7510
Fax: (08) 9333 7550
Postal Address:
Swan Region/IR
Locked Bag 104
BENTLEY DELIVERY CENTRE WA 6986

Booragoon2@dec.wa.gov.au

A DEC officer will respond to your Application Enquiry within 14 days.



Application Enquiry: Proposal Details¹

<p>Proponent Details: Occupier Business Name Street Address or location of premises or proposed premises</p> <p>Provide location map or sufficient information to enable location to be identified on a map if a street address is not available</p>	<p>.....</p> <p>Is a map or further information attached? Yes..... No.....</p>
<p>Contact details of person nominated to represent the proponent: Nominated Proponent Representative</p> <ul style="list-style-type: none"> ▪ Name ▪ Address ▪ Telephone numbers ▪ Fax number ▪ Email address ▪ Position in company <p>Nominated Proponent Representative signature</p> <p>Date</p>	<p>.....</p> <p>...../...../.....</p>
<p>What is the ANZSIC code of the business? ANZSIC codes can be found at www.abs.gov.au</p>	<p>.....</p>
<p>Brief description of proposal</p>	<p>[A line or two may be sufficient: Half page maximum]</p>
<p>For the proposed premises, what is the production or design capacity? [Note: This is <i>not</i> actual or proposed throughput. It is the maximum capacity at which the plant or process can operate.]</p>	<p>.....</p>
<p>Has the proposal been referred to the EPA for assessment?</p> <p>If yes, what was the outcome? (If the proposal is subject to formal EPA assessment, state the stage of assessment it has reached). If a Ministerial Statement has been issued, provide the date and Statement number</p> <p>Information on EPA assessments can be found at www.epa.wa.gov.au</p>	<p>Yes..... No.....</p> <p>Assessment stage reached.....</p> <p>Ministerial Statement number.....and date...../...../.....</p>
<p>Is the premises currently subject to a Works Approval, Licence or Registration?</p> <p>If yes, provide the Works Approval, Licence or Registration number.</p> <p>Is a Works Approval or Licence amendment being sought?</p>	<p>Yes..... No.....</p> <p>.....</p> <p>Yes..... No.....</p>
<p>If a Works Approval, Licence or Registration is already held, will the proposed works change the type or nature of emissions or discharges? If so, provide details of the changes proposed.</p>	<p>Is a change proposed? Yes..... No.....</p> <p>If 'yes', provide details</p> <p>.....</p>

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From the information provided	
Is a works approval required?	Premises Schedule Premises Category
Is a scoping meeting recommended?	Yes No Not determined
Will an instrument subsequently be required? (Tick a box)	Yes No Not determined
<i>If neither a works approval, licence, registration nor amendment is required, send proponent signed copy of Application Enquiry</i>	Licence Registration..... Amendment None required
Name of Regional Leader	Date sent to Nominated Proponent Representative/...../.....
.....	Signature of Regional Leader
.....

This advice is based on information provided by the proponent, and is applicable only to the extent of that information.

¹ Please send DEC this page of the completed Form, together with any attachments you are supplying