

This guide covers the steps to check the status of your Environmental Impact Assessment application or General planning enquiry and track the progress via:

- the Home screen
- your Recents
- searching by number (case ID) or project name.






The guide also shows how to display the case history which provides an audit trail of the actions / steps.


Home

Display the status of your EIA application or general planning enquiry via the **Home** screen:

The application **status** is shown against each EIA application, general planning enquiry and help ticket on your Home page.

The **Organisation applications tab** shows the status of items you have not yet submitted and items you have submitted.

 Home

My work

Pending applications

Organisation applications

Conditionally approved applications

Organisation applications 8 results

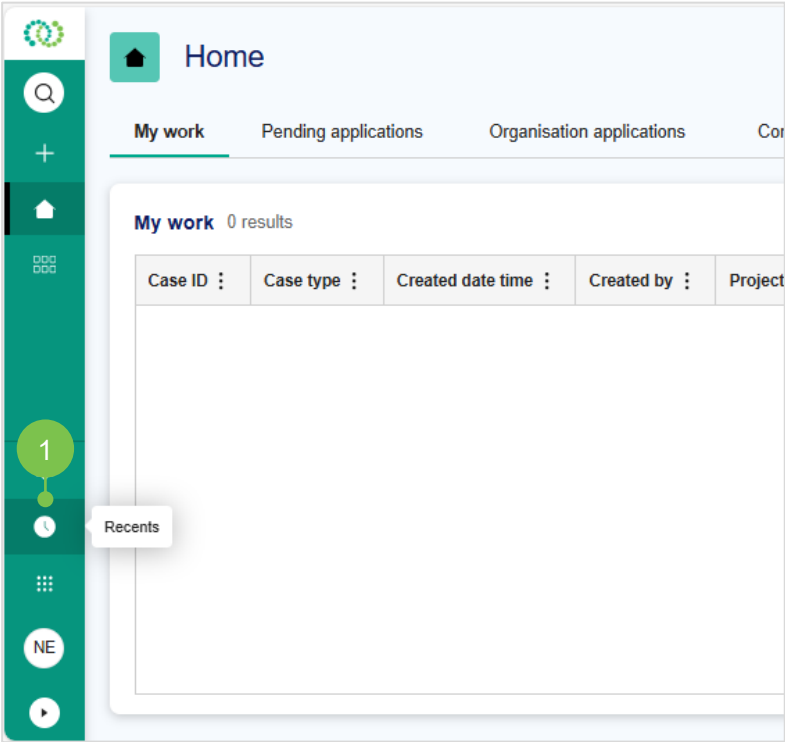
Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status
Submitted by: Nicola Evans (8)					
EIA-62003	30 June 2025, 2:41 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	OPEN
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	Huntingwood D...	PENDING-ASSESSMENT
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	PENDING-ASSESSOR RESPONSE
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	PENDING-INVESTIGATION
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	RESOLVED-CANCELLED
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	RESOLVED-CANCELLED
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	—	NEW
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER BUILDING PTY LTD	Badgerys Creek	OPEN

Colour legend for the application or enquiry status:

BLOCKED
PENDING
NEW
OPEN
RESOLVED

Recents

To display the status of your EIA application or general planning enquiry via **Recents**:

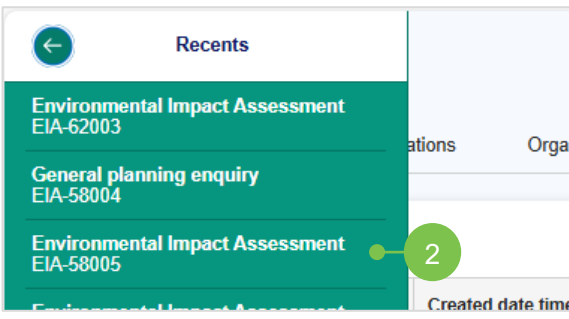


1. Click  or **Recents** to view your **recent** items.

The **Recents** panel displays and shows items you have:

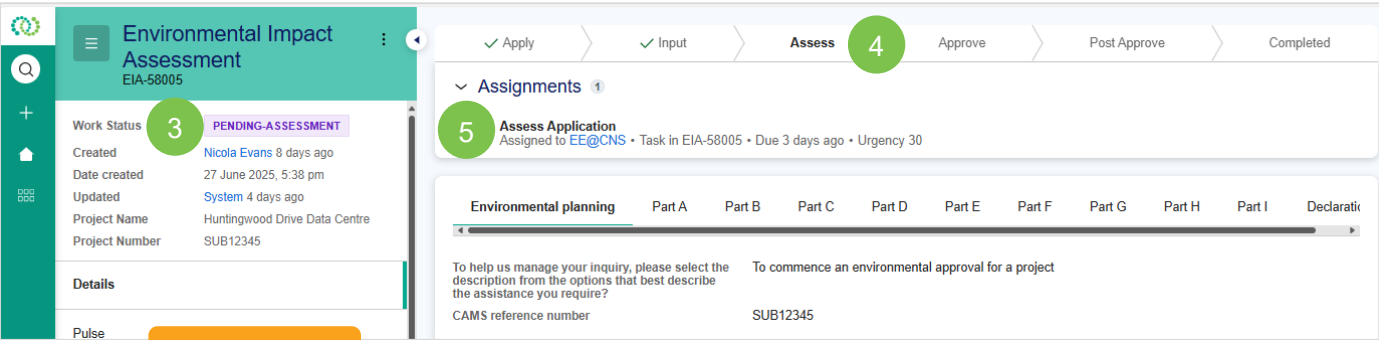
- created but saved as draft (open)
- created and submitted

2. In your Recents list, click to **select** the item you want to display / check.

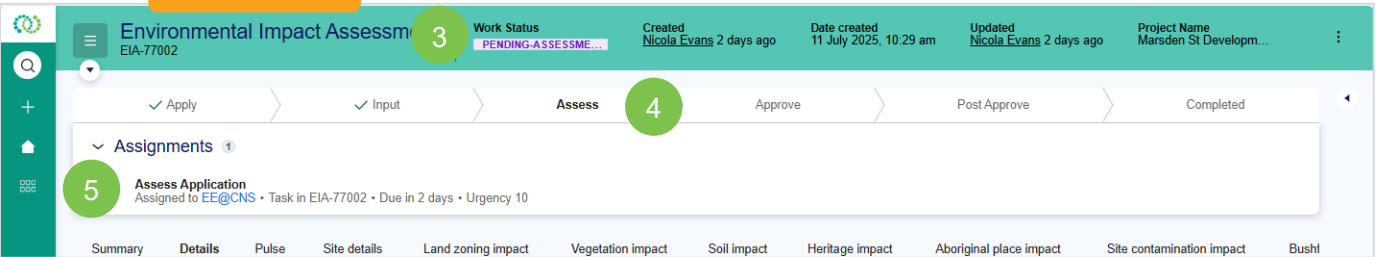


3. The **Work Status** is shown in the panel on the left (if you have collapsed this section, the information displays in a header bar as shown in the second screenshot below). This section also shows date created, date updated and by whom.
4. **Top Bar (chevrons)** – shows the stage (in the application lifecycle) the application has progressed to e.g. Assess. The current stage is in **bold**, and a **green tick** denotes a completed stage.
5. **Assignments** – click > to expand this section. It shows who the enquiry or application is currently with for review or approval. If you have saved the item as draft, it will show as OPEN and Assigned to you (for completion).

Note: If the application is completed (resolved) the assignments tab will not appear.

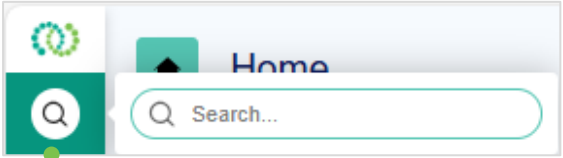


OR




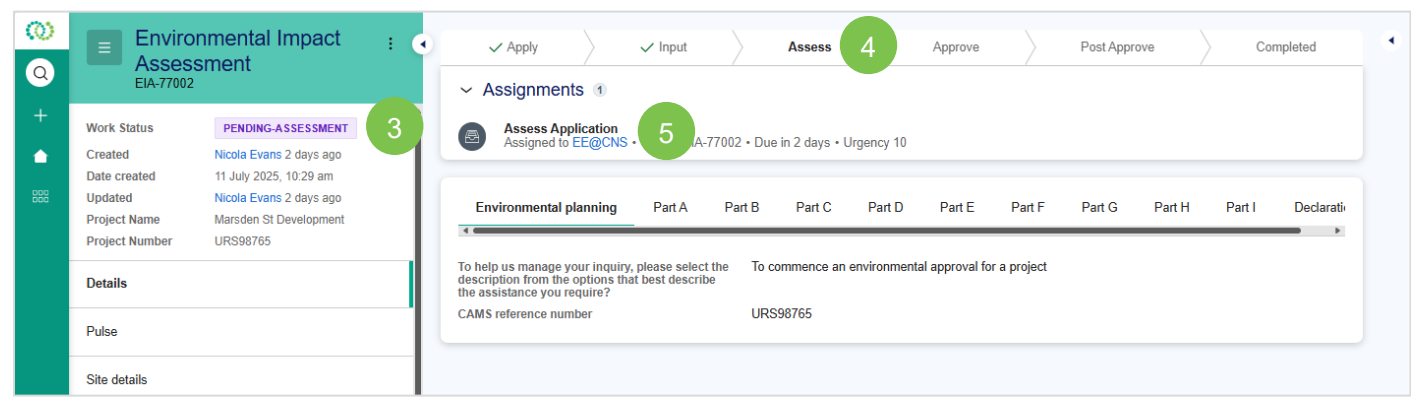
Search by case ID

To search for your EIA application by **case ID** and check the status:

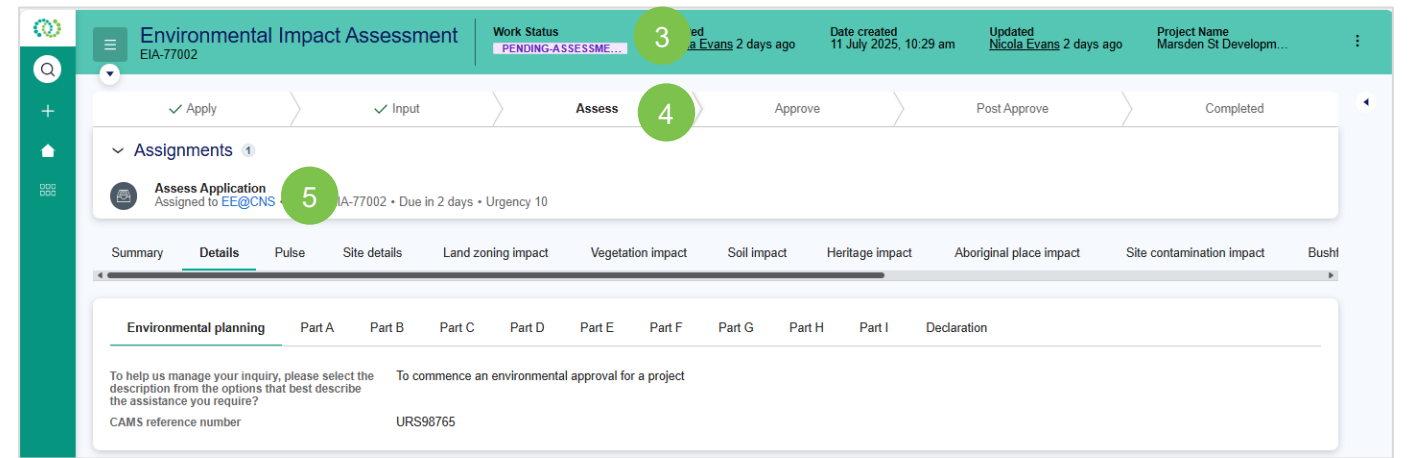


Note: You must include the **EIA-** prefix e.g. EIA-77002, not 77002

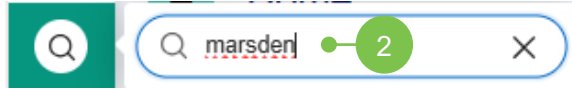
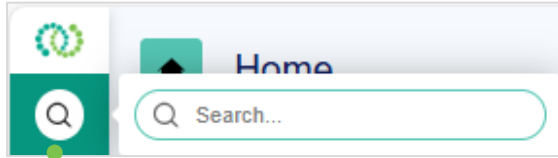
1. Click  to open the search field
2. Enter the **case number** in full e.g. EIA-77002
3. The Environmental Impact Assessment case displays (or **No items displays if no matches were found**).
3. The case displays. **Work status** shows the application case status.
4. The current stage of the application is in **bold** (in this example **Assess**)
5. **Assignments** – shows who the enquiry or application is currently with for review or approval (*click > to expand this section*).



OR




Search by project name



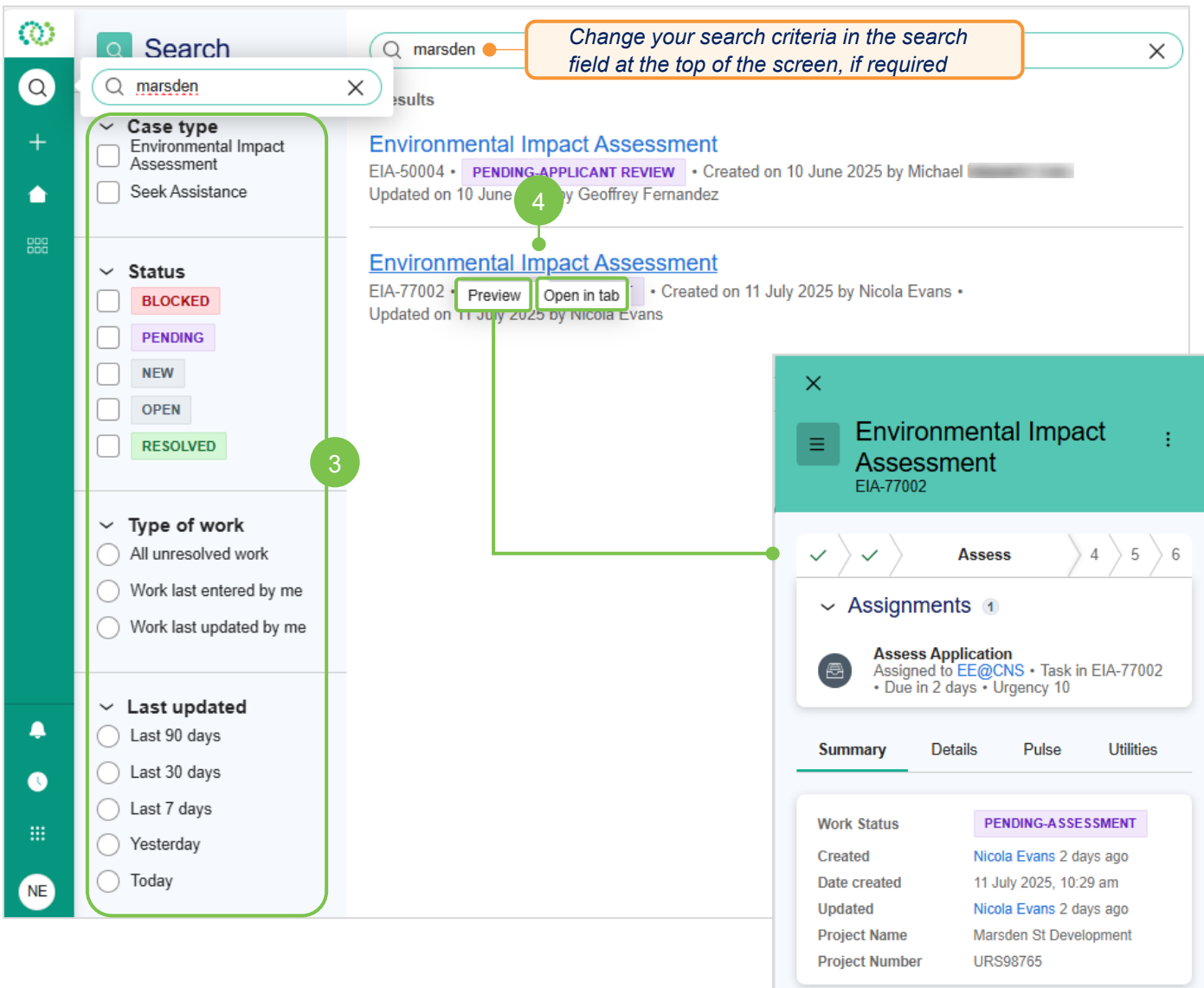
Note: Searching by **project name** is not case sensitive, and you can enter part of the name (without wildcards)

To search for your EIA application by **project name** and check the status:

1. Click  to open the search field
2. Enter the **project name** or **part of the project name** and press **Enter**
(wildcards are not required when searching by project name – just enter part of the value)
3. The search results display (or show **No items** if no matches were found).
3. You can further refine your search using the Search panel on the left
4. Hover over the case type (e.g. Environmental Impact Assessment) and select **Preview** to display a summary on the right of the screen or click **Open in tab** to display the case in a new tab.

Environmental Impact Assessment

EIA-77002 • Preview Open in tab • Created



Change your search criteria in the search field at the top of the screen, if required

Search

Search results

Case type

- ☐ Environmental Impact Assessment
- ☐ Seek Assistance

Status

- ☐ BLOCKED
- ☐ PENDING
- ☐ NEW
- ☐ OPEN
- ☐ RESOLVED

Type of work

- ☐ All unresolved work
- ☐ Work last entered by me
- ☐ Work last updated by me

Last updated

- ☐ Last 90 days
- ☐ Last 30 days
- ☐ Last 7 days
- ☐ Yesterday
- ☐ Today

Environmental Impact Assessment

EIA-50004 • **PENDING-APPLICANT REVIEW** • Created on 10 June 2025 by Michael [Name] Updated on 10 June 2025 by Geoffrey Fernandez

Environmental Impact Assessment

EIA-77002 • **Preview** **Open in tab** • Created on 11 July 2025 by Nicola Evans • Updated on 11 July 2025 by Nicola Evans

Environmental Impact Assessment

EIA-77002

Assess

Assignments 1

Assess Application

Assigned to EE@CNS • Task in EIA-77002 • Due in 2 days • Urgency 10

Summary Details Pulse Utilities

Work Status **PENDING-ASSESSMENT**

Created Nicola Evans 2 days ago

Date created 11 July 2025, 10:29 am


Updated Nicola Evans 2 days ago

Project Name Marsden St Development

Project Number URS98765

Case History

To display an audit trail of events:

- 1. When you are displaying the application case, select **Case history** if you want to view an audit trail of events.
- 2. The case history shows the date & time, a description of the event and the user name.
- 3. Click  to return to your Home page.

Environmental Impact Assessment
EIA-77002

Details

Site details

Land zoning impact

Vegetation impact

Soil impact

Heritage impact

Aboriginal place impact

Site contamination impact

Bushfire zone

Special area zone

Resilience hazard

Threatened/endangered species impact

Case history

✓ Apply

✓ Input

Assess

Approve

Post Approve

Completed

Assignments 1

Assess Application
Assigned to EE@CNS • Task in EIA-77002 • Due in 2 days • Urgency 10

History

Date/Time	Description	Performed by
11/07/2025, 12:46:02 pm	Assigned to EE@CNS to 'complete task'	Nicola Evans
11/07/2025, 12:46:02 pm	Case moved from Input to Assess via automatic stage transition.	Nicola Evans
11/07/2025, 12:46:02 pm	Correspondence has been attached: Application EIA-77002 is submitted.	Nicola Evans
11/07/2025, 12:46:01 pm	Assignment to 'complete task' completed by performing a 'Review Application'.	Nicola Evans
11/07/2025, 12:08:51 pm	Assigned to Nicola Evans to 'complete task'	Nicola Evans
11/07/2025, 12:08:51 pm	A file has been attached: Application_20250711T120832.440 AEST.pdf.	Nicola Evans
11/07/2025, 12:08:32 pm	Assignment to 'complete task' completed by performing a 'Declaration'.	Nicola Evans
11/07/2025, 12:07:59 pm	Assigned to Nicola Evans to 'complete task'	Nicola Evans
11/07/2025, 12:07:59 pm	Assignment to 'complete task' completed by performing a 'Section5_2'.	Nicola Evans
11/07/2025, 12:07:59 pm	A file has been attached: Consultation.	Nicola Evans
11/07/2025, 12:07:59 pm	A file has been attached: Consultation.	Nicola Evans
11/07/2025, 12:07:58 pm	A file has been attached: Evidence.	Nicola Evans
11/07/2025, 12:07:58 pm	A file has been attached: MNES search result evidence.	Nicola Evans
11/07/2025, 12:07:58 pm	A file has been attached: Evidence.	Nicola Evans
11/07/2025, 12:07:58 pm	A file has been attached: Evidence.	Nicola Evans
11/07/2025, 12:04:33 pm	Assigned to Nicola Evans to 'complete task'	Nicola Evans

OR

Environmental Impact Assessment
EIA-77002

Work Status
PENDING-ASSESSME...

Created
Nicola Evans 2 days ago

Date created
11 July 2025, 10:29 am

Updated
Nicola Evans 2 days ago

Project Name
Marsden St Developm...

✓ Apply

✓ Input

Assess

Approve

Post Approve

Completed

Assignments 1

Assess Application
Assigned to EE@CNS • Task in EIA-77002 • Due in 2 days • Urgency 10

Heritage impact

Aboriginal place impact

Site contamination impact

Bushfire zone

Special area zone

Resilience hazard

Threatened/endangered species impact

Case history

History

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