

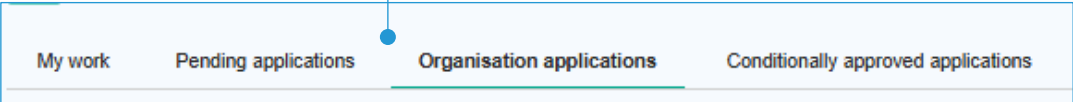
This guide provides an **overview** of the **functions and screen layout** in the Environment Portal (also referred to as the Environmental Impact Assessment or EIA portal).

The guide also covers **general navigation**, how to **save as draft** and how to **withdraw** an **application or enquiry** that you have not submitted (status is **open**).

Home screen

Information on your **Home** screen is displayed across four **tabs**:

- **My work** – applications cases / enquiries that:
 - you started to create but have saved as draft and not yet submitted (status OPEN or NEW)
 - have been sent back to you for you to amend and resubmit
- **Pending applications** – your application cases (class 3) where council consultation is required
- **Organisation applications** – applications cases / enquiries / technical help requests you have submitted but have not yet been reviewed or approved (PENDING). You can view and track the status of **all** applications made within your organisation (i.e. both your own and your colleagues) and see who the application is with for assessment or review
- **Conditionally approved applications** – applications submitted within 40 days of council consultation.



Home

My workPending applicationsOrganisation applicationsConditionally approved applications

Organisation applications6 results

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current application owner team	Current application work queue	Last updated by
Submitted by: Nicola Evans (6)									
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	PENDING-ASSESSOR RESPONSE	—	CNS	CNS queue	Nicola Evans
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	PENDING-INVESTIGATION	—	default	Support Request	Agent(System-Queue-S
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	NEW	Nicola Evans	Default	—	Nicola Evans
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER [redacted] PTY LTD	—	OPEN	Nicola Evans	Default	—	Nicola Evans

Case ID is the application or enquiry number (prefixed EIA) or the support request number (i.e. “something not working” help request). The system automatically assigns the next available number when you create an application

My workPending applicationsOrganisation applicationsConditionally approved applications

Organisation applications6 results

Case ID	Submitted date time	Submitted by	Organization name
Submitted by: Nicola Evans (6)			
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER [redacted] PTY LTD
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER [redacted] PTY LTD
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER [redacted] PTY LTD
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER [redacted] PTY LTD
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER [redacted] PTY LTD
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER [redacted] PTY LTD

Submitted by - user (in your organisation) who created, saved or submitted the application case, planning enquiry or technical help request

Home screen (continued)

Click **⋮ Actions** to change the settings on any column (and click again to remove the setting)

Organisation applications 8 results

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner
Submitted by: Nicola Evans (8)						
EIA-62003	30 June 2025, 2:41 pm	Nicola Evans	DESIGNER	—	OPEN	
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER	Huntingwood D...	PENDING-ASSESSMENT	
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER	—	PENDING-ASSESSOR RESPONSE	
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER	—	PENDING-INVESTIGATION	
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER	—	RESOLVED-CANCELLED	
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER	—	RESOLVED-CANCELLED	

⬆ Sort ascending

⬇ Sort descending

Filter

Group by this column

Freeze column

Combine with left

Combine with right

Customize column

Search in selected tab (e.g. Organisation applications)

Home

My work Pending applications Organisation applications Conditionally approved applications

Organisation applications 6 results

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current application owner team	Current application work queue	Last updated by
Submitted by: Nicola Evans (6)									
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER PTY LTD	—	PENDING-ASSESSOR RESPONSE	—	CNS	CNS queue	Nicola Evans
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER PTY LTD	—	PENDING-INVESTIGATION	—	default	Support Request	Agent(System-Queue-5
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER PTY LTD	—	NEW	Nicola Evans	Default	—	Nicola Evans
EIA-58025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER PTY LTD	—	OPEN	Nicola Evans	Default	—	Nicola Evans

Search by **part values** on any of the columns (except date time columns)

My work Pending applications Organisation applications Conditionally approved applications

Organisation applications 1 result

Q hunting X

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner
Submitted by: Nicola Evans (1)						
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER	Huntingwood D...	PENDING-ASSESSMENT	—

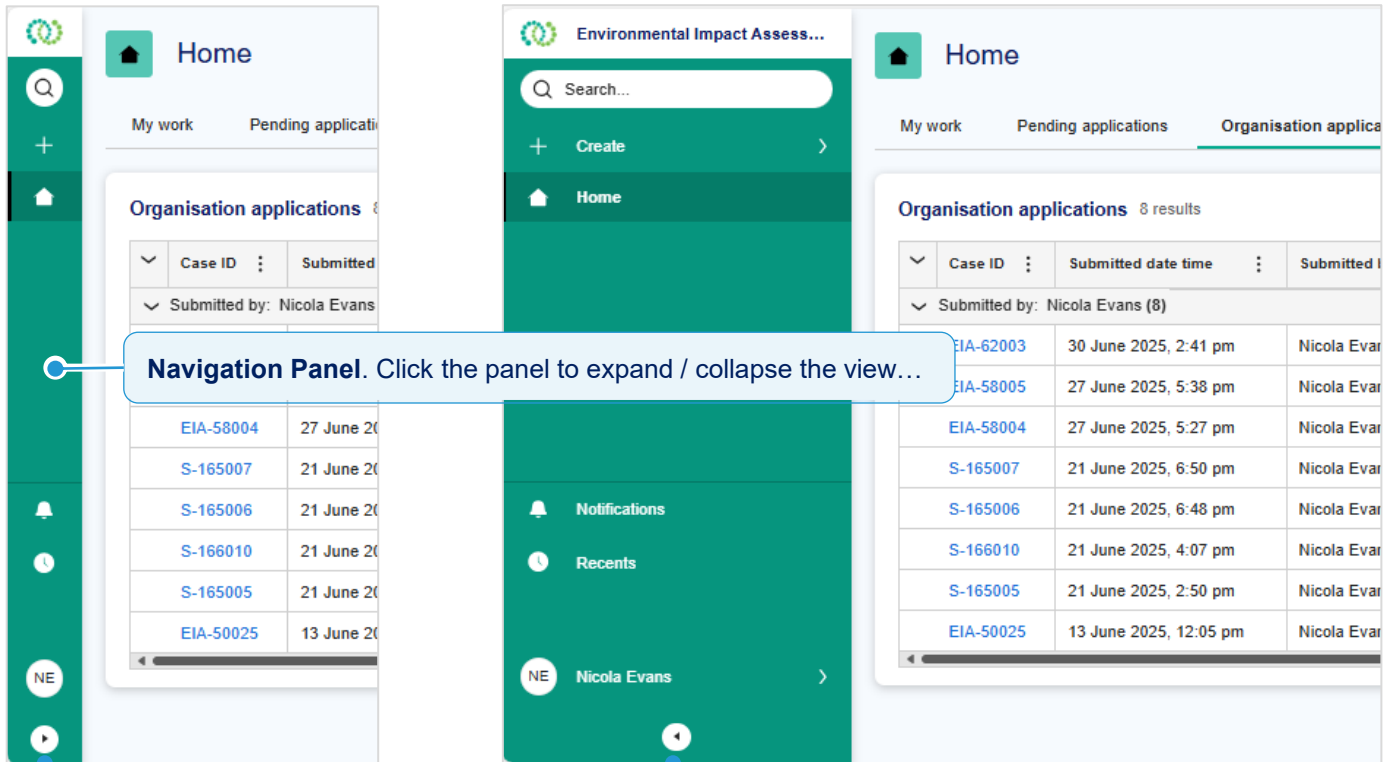
My work Pending applications Organisation applications Conditionally approved applications

Organisation applications 1 result

Q 58005 X

Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current appl
Submitted by: Nicola Evans (1)							
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER PTY LTD	Huntingwood D...	PENDING-ASSESSMENT	—	CNS

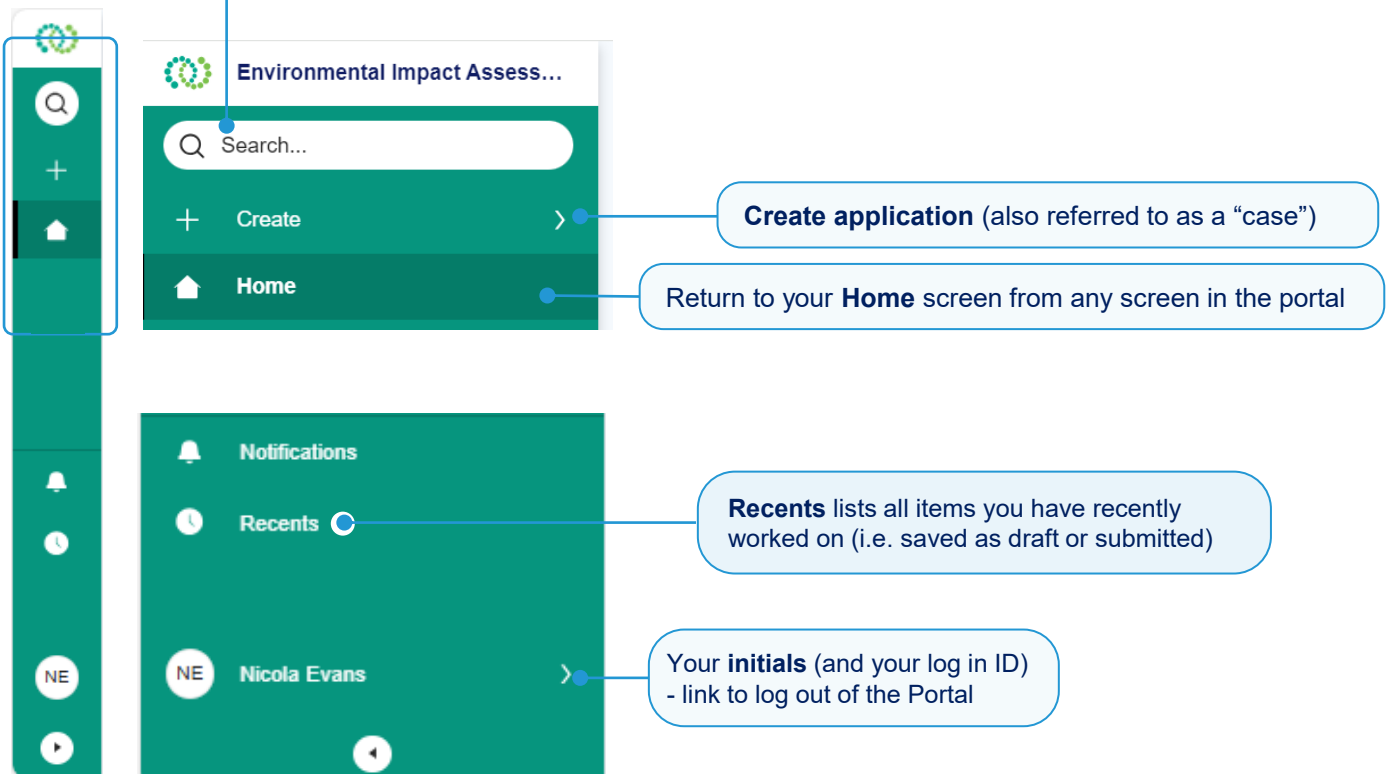
Navigation panel



...or use the **arrows** to expand / collapse panel

Search for an application (case) – wildcards are not required, search is alphanumeric. When searching by:

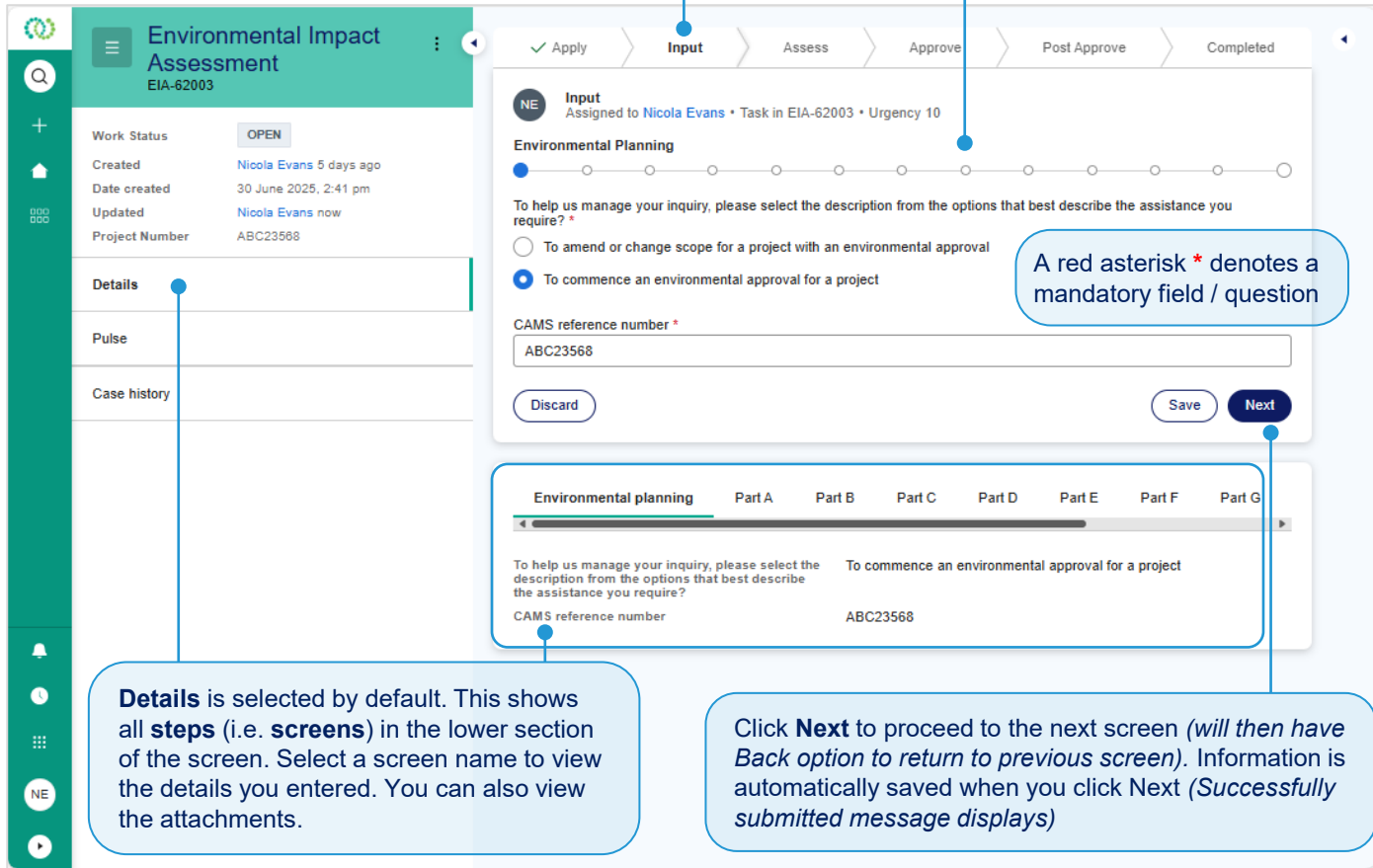
- case ID - you must include **EIA-** prefix e.g. EIA-50025, not 50025
- project name – not case sensitive and you can enter part of the name



EIA application or enquiry (case) screen

The **stages** (or lifecycle) of the application are displayed on the top bar (*green tick denotes Completed*) and the current lifecycle stage is in bold

The **steps** (i.e. **screens to complete**) are displayed below the current stage



Environmental Impact Assessment
EIA-62003

Work Status: **OPEN**

Created: Nicola Evans 5 days ago
Date created: 30 June 2025, 2:41 pm
Updated: Nicola Evans now
Project Number: ABC23568

Details

Pulse

Case history

Input
Assigned to Nicola Evans • Task in EIA-62003 • Urgency 10

Environmental Planning

To help us manage your inquiry, please select the description from the options that best describe the assistance you require? *

☐ To amend or change scope for a project with an environmental approval

☒ To commence an environmental approval for a project

CAMS reference number *

ABC23568

Discard Save **Next**

Environmental planning Part A Part B Part C Part D Part E Part F Part G

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?


To commence an environmental approval for a project

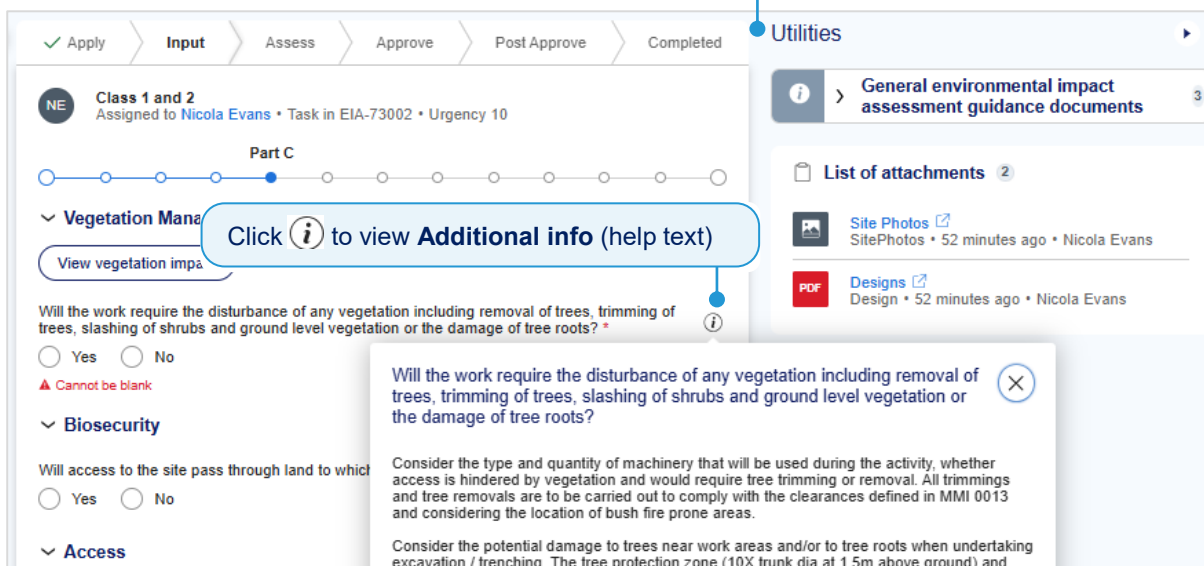
CAMS reference number

ABC23568

Details is selected by default. This shows all **steps** (i.e. **screens**) in the lower section of the screen. Select a screen name to view the details you entered. You can also view the attachments.

Click **Next** to proceed to the next screen (*will then have Back option to return to previous screen*). Information is automatically saved when you click Next (*Successfully submitted message displays*)

Click  to display the **Utilities** section. This displays any **attachments** you have uploaded to your case but also includes links to supporting documentation, policies and external websites



Utilities

Class 1 and 2
Assigned to Nicola Evans • Task in EIA-73002 • Urgency 10

Part C

Vegetation Management

View vegetation impact

Will the work require the disturbance of any vegetation including removal of trees, trimming of trees, slashing of shrubs and ground level vegetation or the damage of tree roots? *

☐ Yes ☐ No

▲ Cannot be blank

Biosecurity

Will access to the site pass through land to which

☐ Yes ☐ No

Access


Consider the type and quantity of machinery that will be used during the activity, whether access is hindered by vegetation and would require tree trimming or removal. All trimmings and tree removals are to be carried out to comply with the clearances defined in MMI 0013 and considering the location of bush fire prone areas.

Consider the potential damage to trees near work areas and/or to tree roots when undertaking excavation / trenching. The tree protection zone (10X trunk dia at 1.5m above ground) and

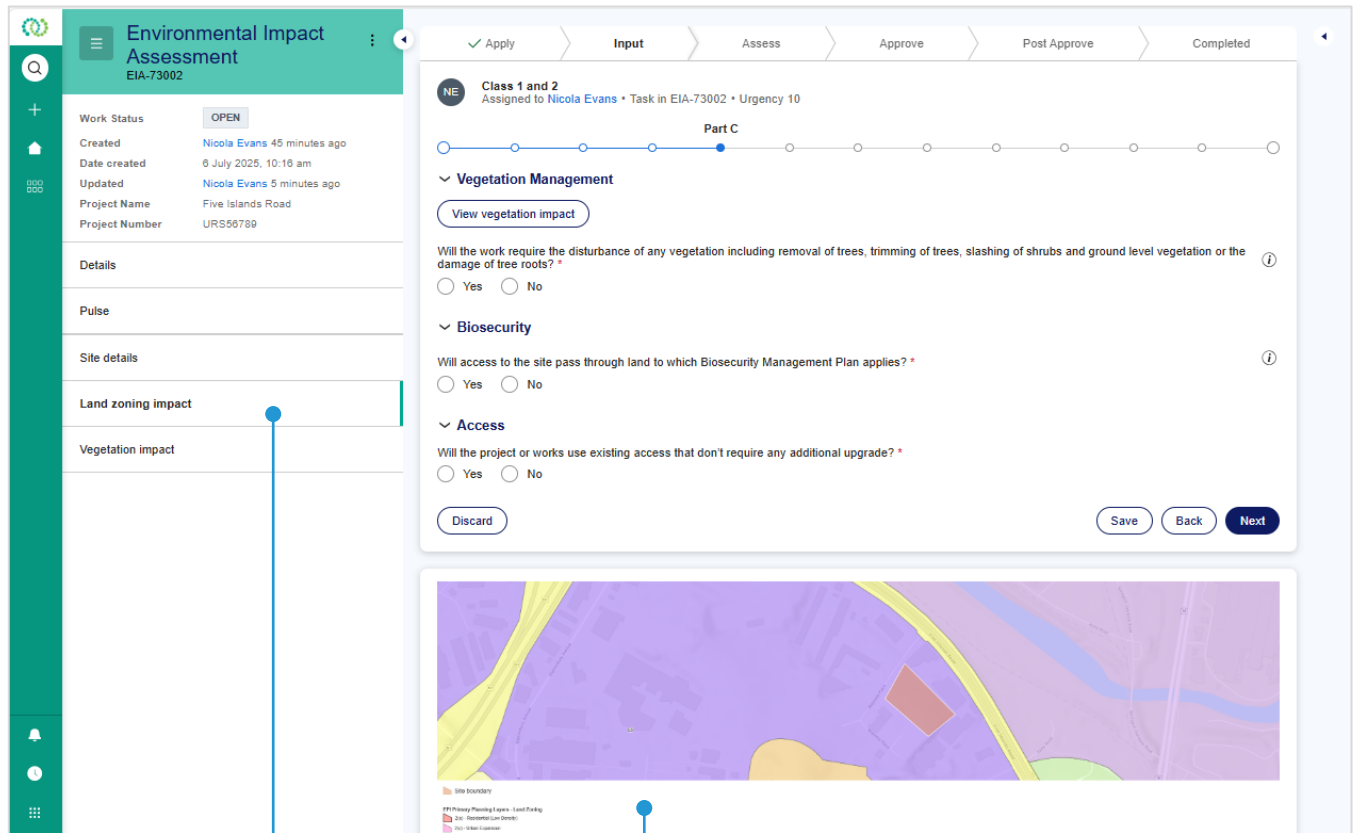
List of attachments 2

Site Photos 52 minutes ago • Nicola Evans

Designs 52 minutes ago • Nicola Evans

Click  to view **Additional info** (help text)

EIA application or enquiry (case) screen *(continued)*



Environmental Impact Assessment
EIA-73002

Work Status: **OPEN**

Created: Nicola Evans 45 minutes ago
Date created: 6 July 2025, 10:16 am
Updated: Nicola Evans 5 minutes ago
Project Name: Five Islands Road
Project Number: URS50789

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Class 1 and 2
Assigned to Nicola Evans • Task in EIA-73002 • Urgency 10

Part C

Vegetation Management
View vegetation impact

Will the work require the disturbance of any vegetation including removal of trees, trimming of trees, slashing of shrubs and ground level vegetation or the damage of tree roots? *

☐ Yes ☐ No

Biosecurity
Will access to the site pass through land to which Biosecurity Management Plan applies? *

☐ Yes ☐ No

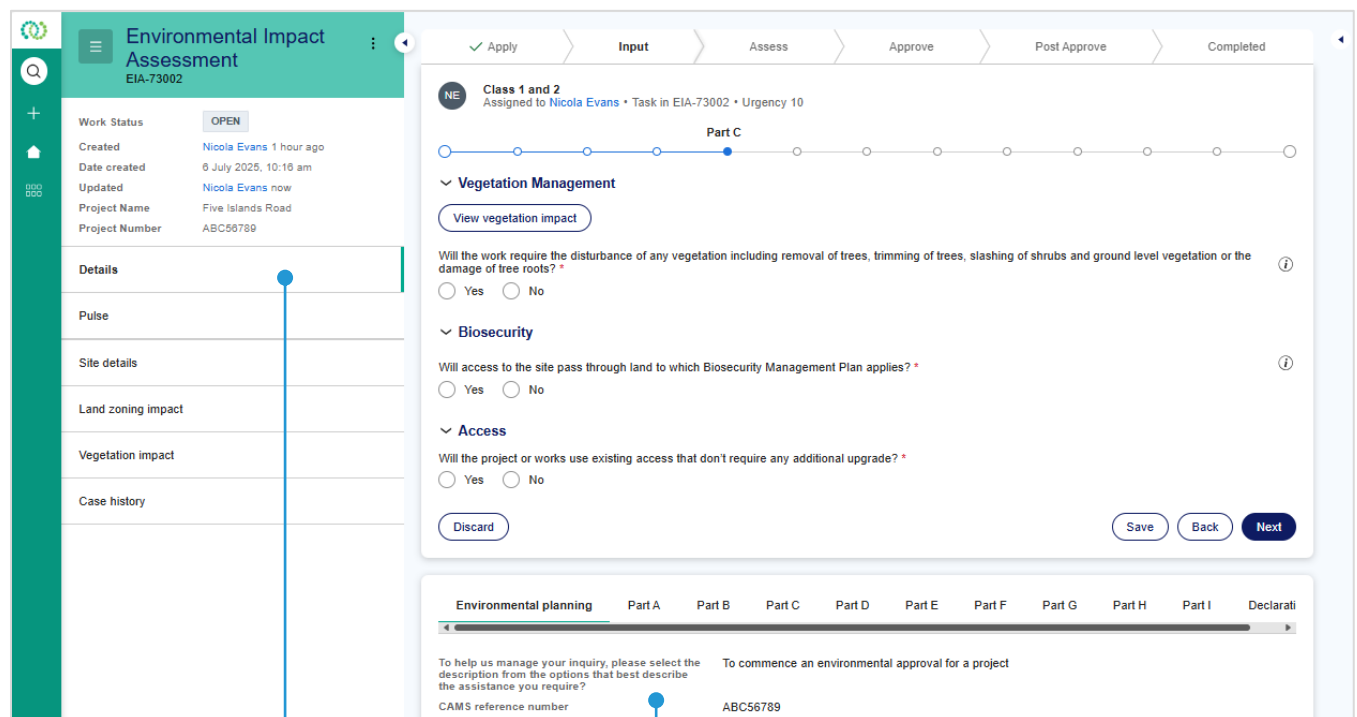
Access
Will the project or works use existing access that don't require any additional upgrade? *

☐ Yes ☐ No

Discard Save Back Next

Site boundary
PP Planning Layers - Local Planning
240 - Residential (see details)
200 - Urban Expansion

Select an **impact** section or the **site details** (from the list on the left of the screen) to **view the map** screenshot you captured and saved.



Environmental Impact Assessment
EIA-73002

Work Status: **OPEN**

Created: Nicola Evans 1 hour ago
Date created: 6 July 2025, 10:16 am
Updated: Nicola Evans now
Project Name: Five Islands Road
Project Number: ABC56789

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Case history

Class 1 and 2
Assigned to Nicola Evans • Task in EIA-73002 • Urgency 10

Part C

Vegetation Management
View vegetation impact

Will the work require the disturbance of any vegetation including removal of trees, trimming of trees, slashing of shrubs and ground level vegetation or the damage of tree roots? *

☐ Yes ☐ No

Biosecurity
Will access to the site pass through land to which Biosecurity Management Plan applies? *

☐ Yes ☐ No

Access
Will the project or works use existing access that don't require any additional upgrade? *

☐ Yes ☐ No

Discard Save Back Next

Environmental planning Part A Part B Part C Part D Part E Part F Part G Part H Part I Declarati

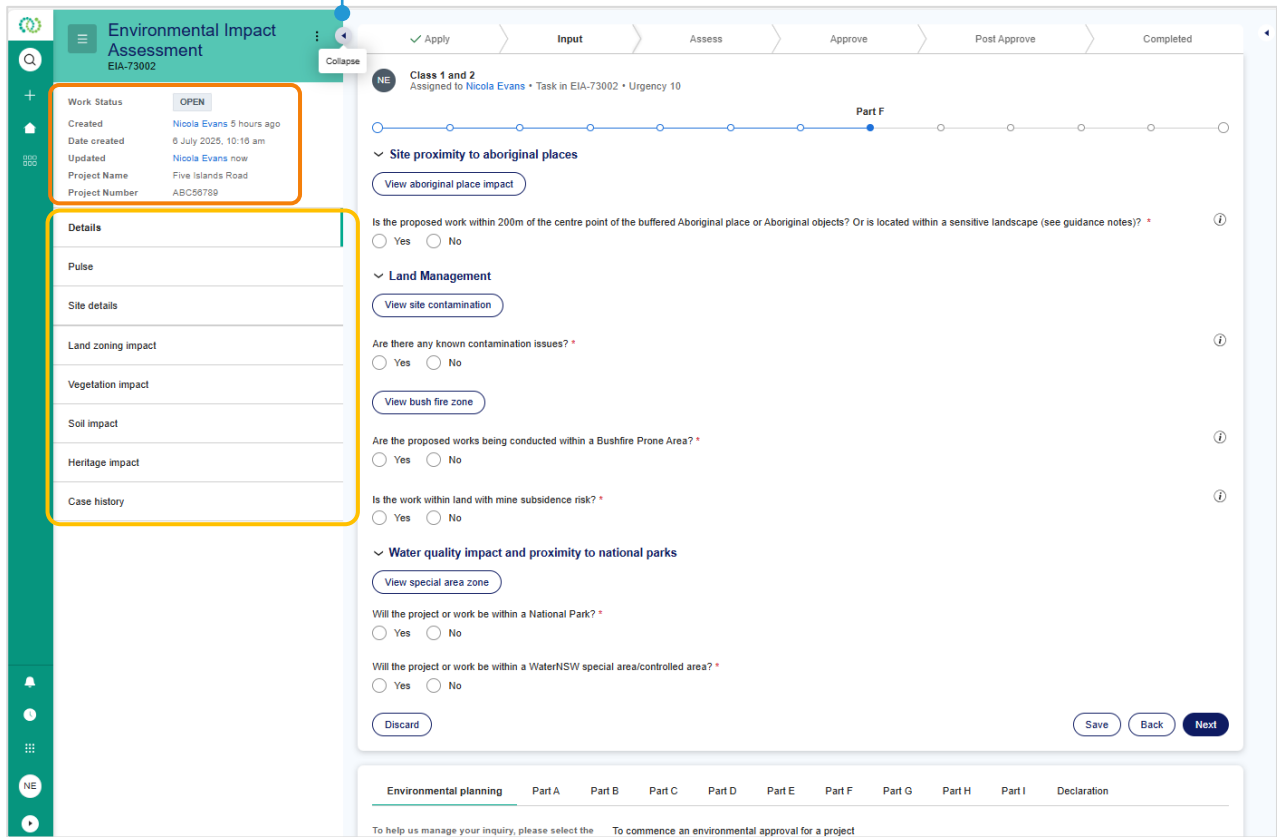
To help us manage your inquiry, please select the description from the options that best describe the assistance you require?
CAMS reference number

To commence an environmental approval for a project
ABC56789

Select **Details** to return to the **screen (tab)** format in the lower section of the screen

EIA application or enquiry (case) screen *(continued)*

There are arrows to expand / collapse screen areas (use the screen format you prefer)



Environmental Impact Assessment
EIA-73002

Work Status **OPEN**

Created: Nicola Evans 5 hours ago
Date created: 6 July 2025, 10:16 am
Updated: Nicola Evans now
Project Name: Five Islands Road
Project Number: ABC56789

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Soil impact

Heritage impact

Case history

Class 1 and 2
Assigned to Nicola Evans • Task in EIA-73002 • Urgency 10

Part F

Site proximity to aboriginal places

[View aboriginal place impact](#)

Is the proposed work within 200m of the centre point of the buffered Aboriginal place or Aboriginal objects? Or is located within a sensitive landscape (see guidance notes)? *

☐ Yes ☐ No

Land Management

[View site contamination](#)

Are there any known contamination issues? *

☐ Yes ☐ No

[View bush fire zone](#)

Are the proposed works being conducted within a Bushfire Prone Area? *

☐ Yes ☐ No

Is the work within land with mine subsidence risk? *

☐ Yes ☐ No

Water quality impact and proximity to national parks

[View special area zone](#)

Will the project or work be within a National Park? *

☐ Yes ☐ No

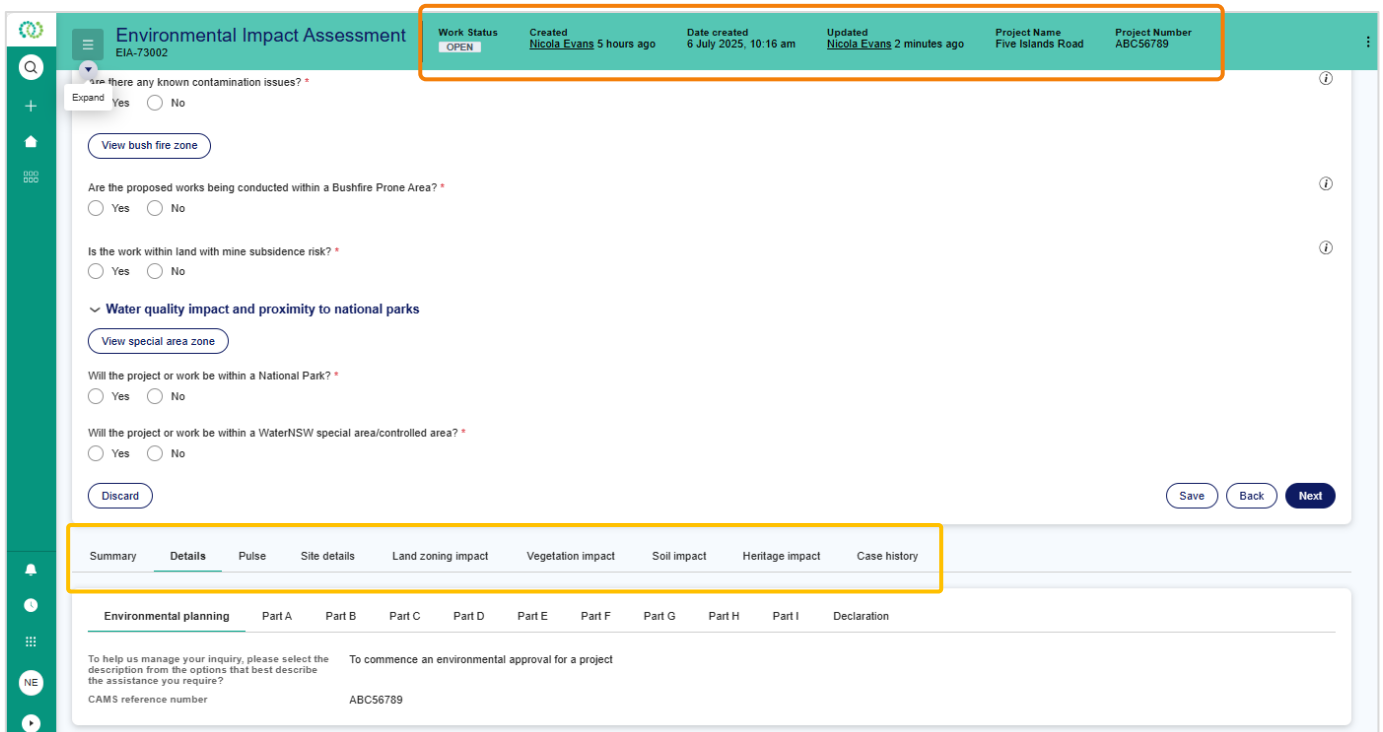
Will the project or work be within a WaterNSW special area/controlled area? *

☐ Yes ☐ No

[Discard](#) [Save](#) [Back](#) [Next](#)

Environmental planning Part A Part B Part C Part D Part E Part F Part G Part H Part I Declaration

To help us manage your inquiry, please select the ☐ To commence an environmental approval for a project



Environmental Impact Assessment
EIA-73002

Work Status **OPEN**

Created: Nicola Evans 5 hours ago
Date created: 6 July 2025, 10:16 am
Updated: Nicola Evans 2 minutes ago
Project Name: Five Islands Road
Project Number: ABC56789

Details

Pulse

Site details

Land zoning impact

Vegetation impact

Soil impact

Heritage impact

Case history

Class 1 and 2
Assigned to Nicola Evans • Task in EIA-73002 • Urgency 10

Part F

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☐ Yes ☐ No

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[View site contamination](#)

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[View special area zone](#)

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☐ Yes ☐ No

Will the project or work be within a WaterNSW special area/controlled area? *

☐ Yes ☐ No

[Discard](#) [Save](#) [Back](#) [Next](#)


Environmental planning Part A Part B Part C Part D Part E Part F Part G Part H Part I Declaration

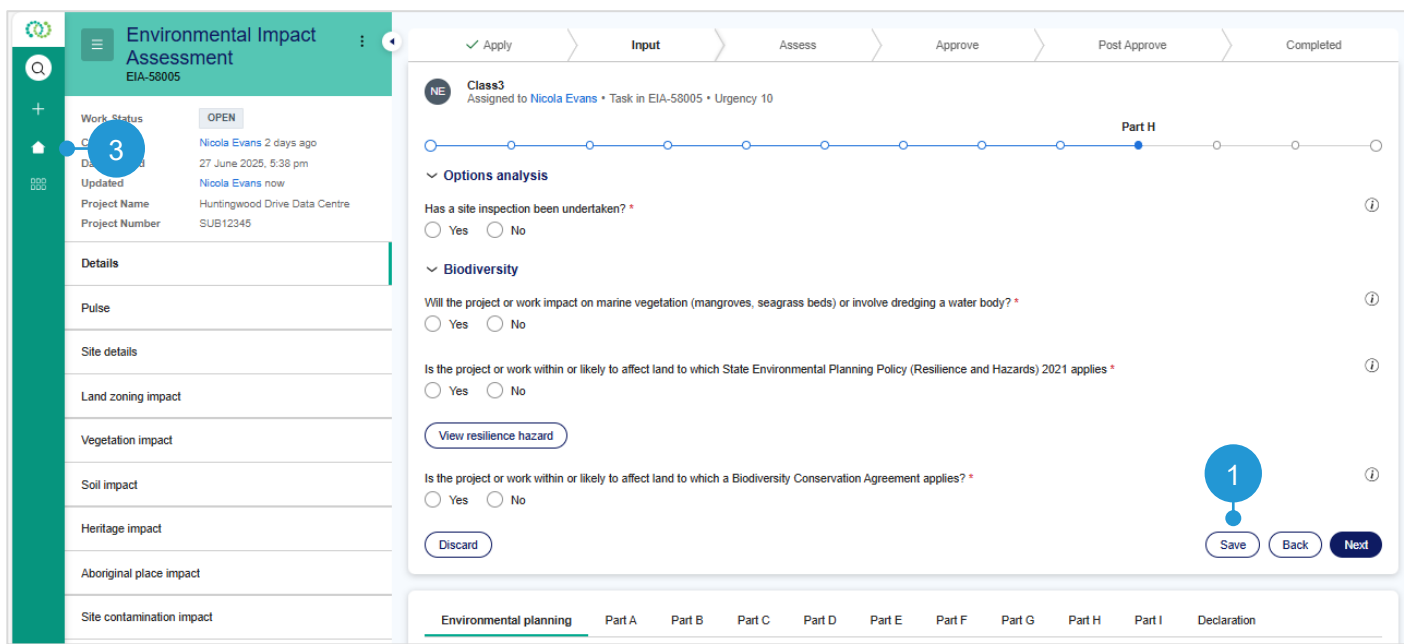
To help us manage your inquiry, please select the ☐ To commence an environmental approval for a project

CAMS reference number: ABC56789

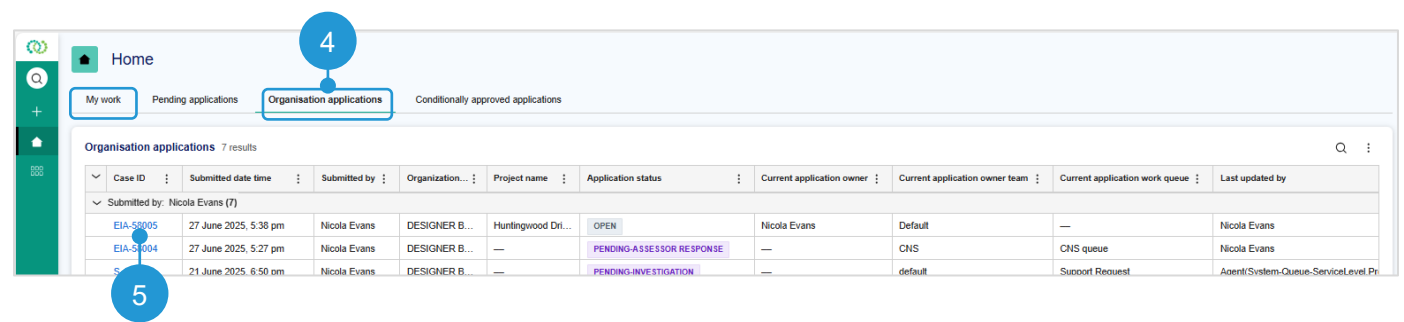
Save as draft

On any screen, you have the option to **save** your application (**save as draft**). *Note that you can save if mandatory fields have not yet been completed and if there is an error message.*

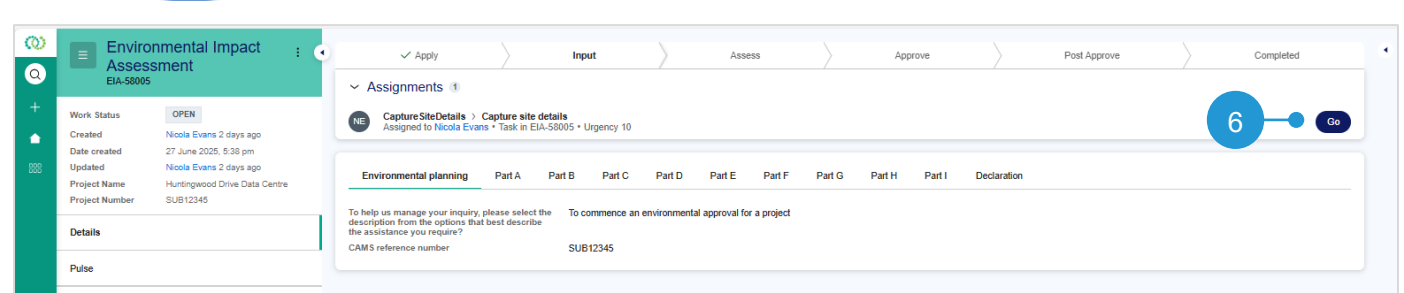
- 1. Click **Save**
- 2. **Task saved** message briefly displays
- 3. Click  to return to your Environmental Portal **Home** screen.



- 4. Select the **My work** or the **Organisation applications** tab
- 5. A draft application has the status OPEN. Click the **Case ID** to view the application.




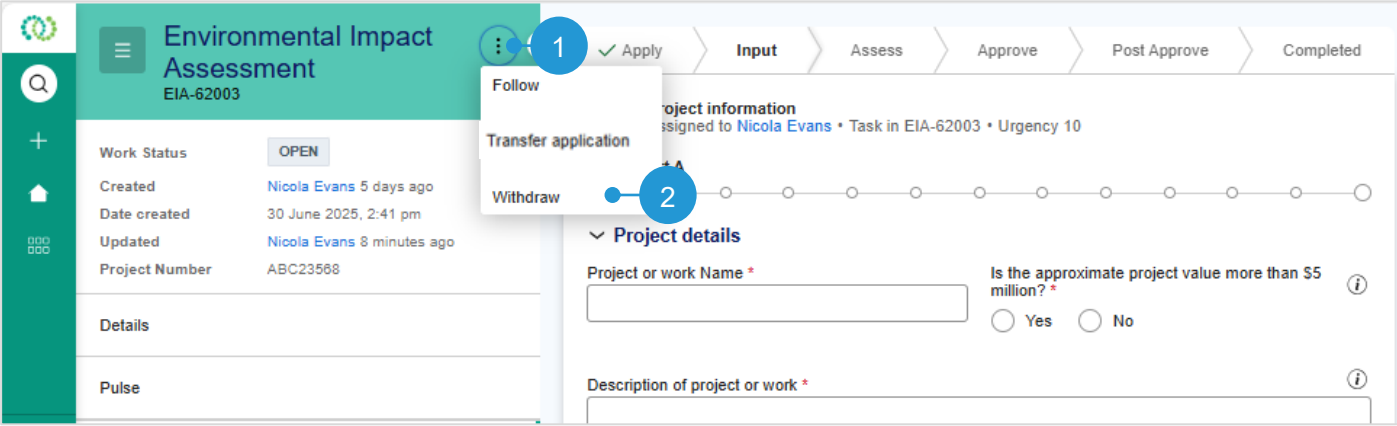
- 6. Click **Go** to open the application in edit mode



Withdraw open application or enquiry

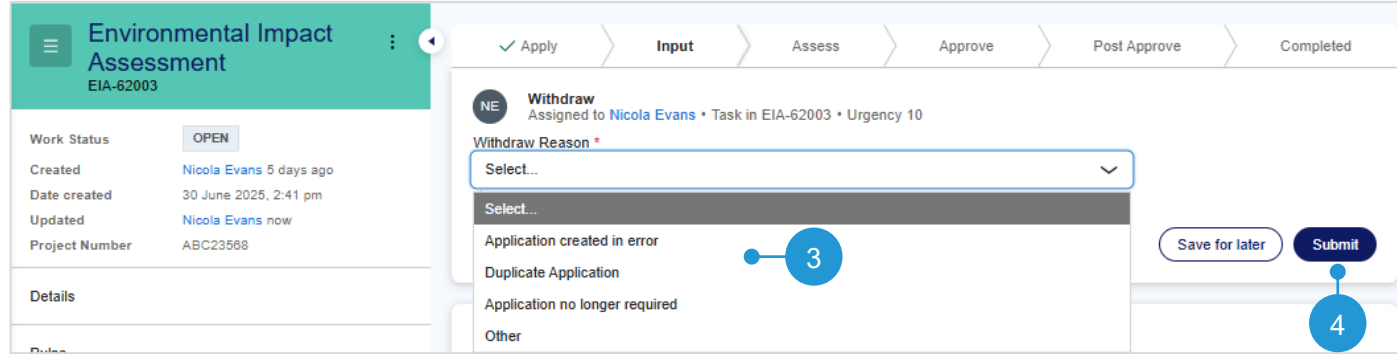
If you want to cancel or delete an application or enquiry that you have not yet submitted, you can **withdraw** the application case.

- 1. Display the case and click  (Actions)
- 2. Select **Withdraw**



- 3. You are then prompted to choose the **Withdraw Reason**
(if the reasons listed are not applicable, select Other and enter an explanation in the Other Reason field)
- 4. Click **Submit**

The **Successfully submitted** message confirms the information is saved



- 5. The case **status** changes to **RESOLVED-WITHDRAWN** and the **Withdraw** stage is completed

