

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).

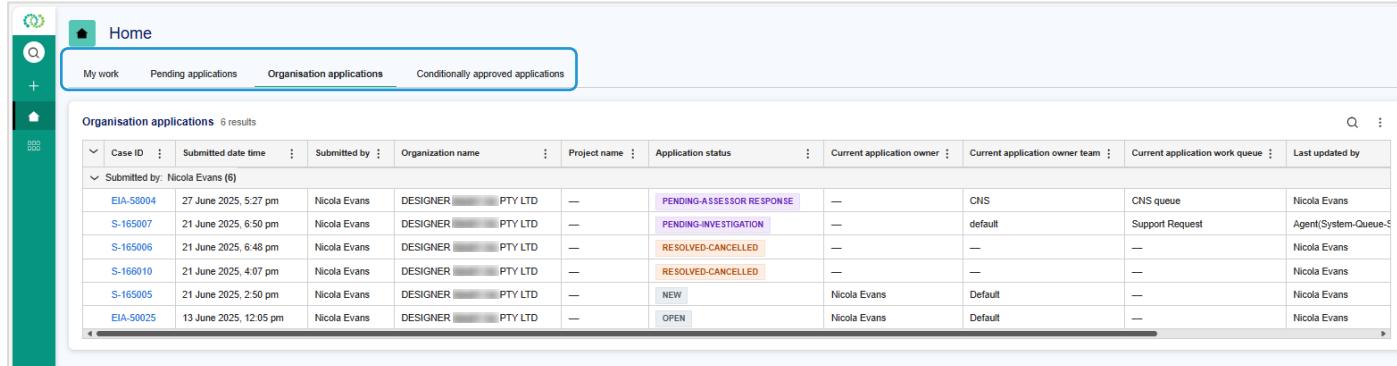
The guide also covers **general navigation**, how to **save as draft** and how to **withdraw an application** or **enquiry** that you have not submitted (status is **open**).

## Home screen

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

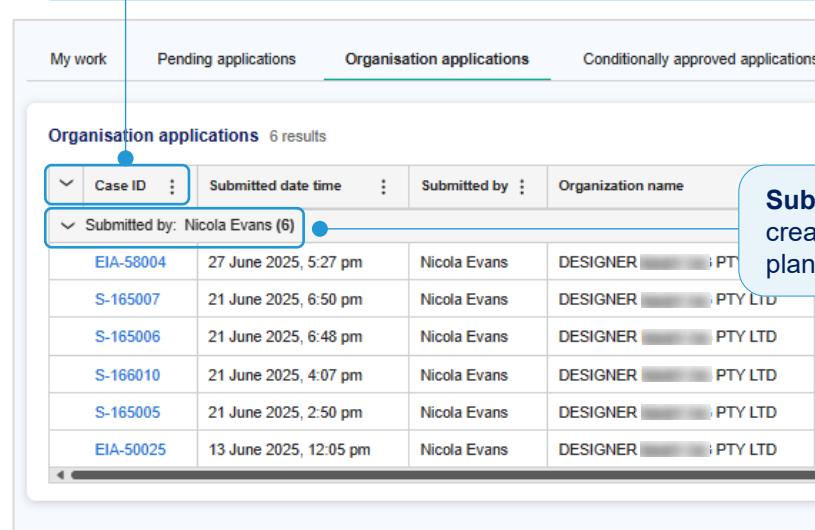
- **My work** – applications cases / enquiries that:
  - you started to create but have saved as draft and not yet submitted (status OPEN or NEW)
  - have been sent back to you for you to amend and resubmit
- **Pending applications** – your application cases (class 3) where council consultation is required
- **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.

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		
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-S		
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	—	RESOLVED-CANCELLED	—	—	—	—		
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	—	RESOLVED-CANCELLED	—	—	—	—		
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	—	NEW	Nicola Evans	Default	—	Nicola Evans		
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER ██████████ 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



Organisation applications 6 results				
Case ID	Submitted date/time	Submitted by	Organization name	
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNER ██████████ PTY LTD	
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNER ██████████ 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 [REDACTED]	—	—	OPEN			↑ Sort ascending
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER [REDACTED]	Huntingwood D...	—	PENDING-ASSESSMENT			↓ Sort descending
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER [REDACTED]	—	—	PENDING-ASSESSOR RESPONSE			Filter
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER [REDACTED]	—	—	PENDING-INVESTIGATION			Group by this column
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNER [REDACTED]	—	—	RESOLVED-CANCELLED			Freeze column
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNER [REDACTED]	—	—	RESOLVED-CANCELLED			Combine with left
									Combine with right
									Customize column

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

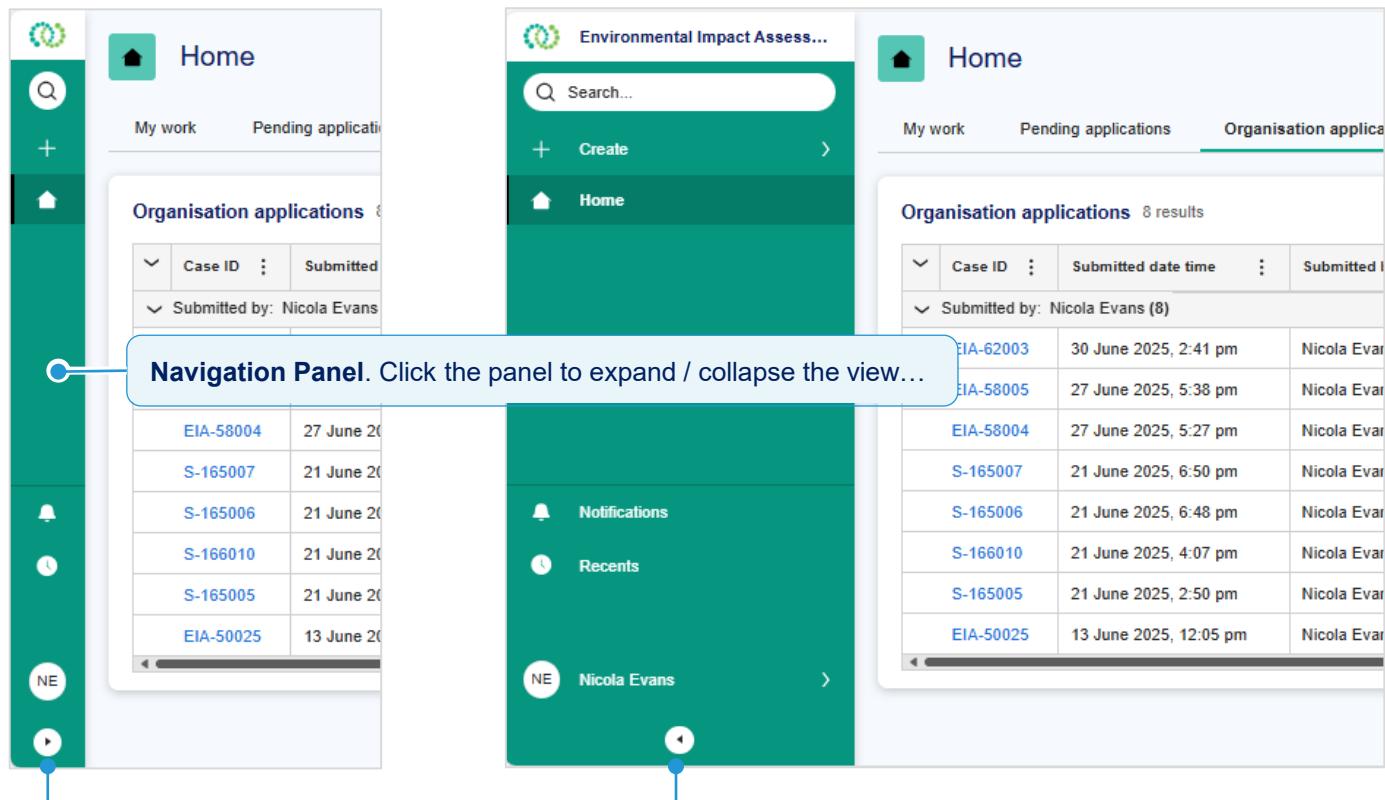
Search by **part values** on any of the columns (except *date time columns*)

My work	Pending applications	Organisation applications	Conditionally approved applications
Organisation applications 1 result			
<input type="checkbox"/>	Case ID	Submitted date/time	Submitted by
<input type="checkbox"/>	Organization name	Project name	Application status
<input type="checkbox"/>	Current application owner		
Submitted by: Nicola Evans (1)			
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER
Huntingwood D...	PENDING-ASSESSMENT	—	

hunting

My work	Pending applications	Organisation applications	Conditionally approved applications
Organisation applications 1 result			
<input type="button" value="Case ID"/> <input type="button" value="Submitted date time"/> <input type="button" value="Submitted by"/> <input type="button" value="Organization name"/> <input type="button" value="Project name"/> <input type="button" value="Application status"/> <input type="button" value="Current application owner"/> <input type="button" value="Current appl"/>	<input type="text" value="58005"/> <input type="button" value="X"/> <input type="button" value=":"/>		
<input type="button" value="Submitted by: Nicola Evans (1)"/> <input type="button" value="EIA 58005"/> <input type="button" value="27 June 2025, 5:38 pm"/> <input type="button" value="Nicola Evans"/> <input type="button" value="DESIGNER"/> <input type="button" value="PTY LTD"/> <input type="button" value="Huntingwood D..."/> <input type="button" value="PENDING-ASSESSMENT"/> <input type="button" value="--"/> <input type="button" value="CNS"/>			

Q 58005 X

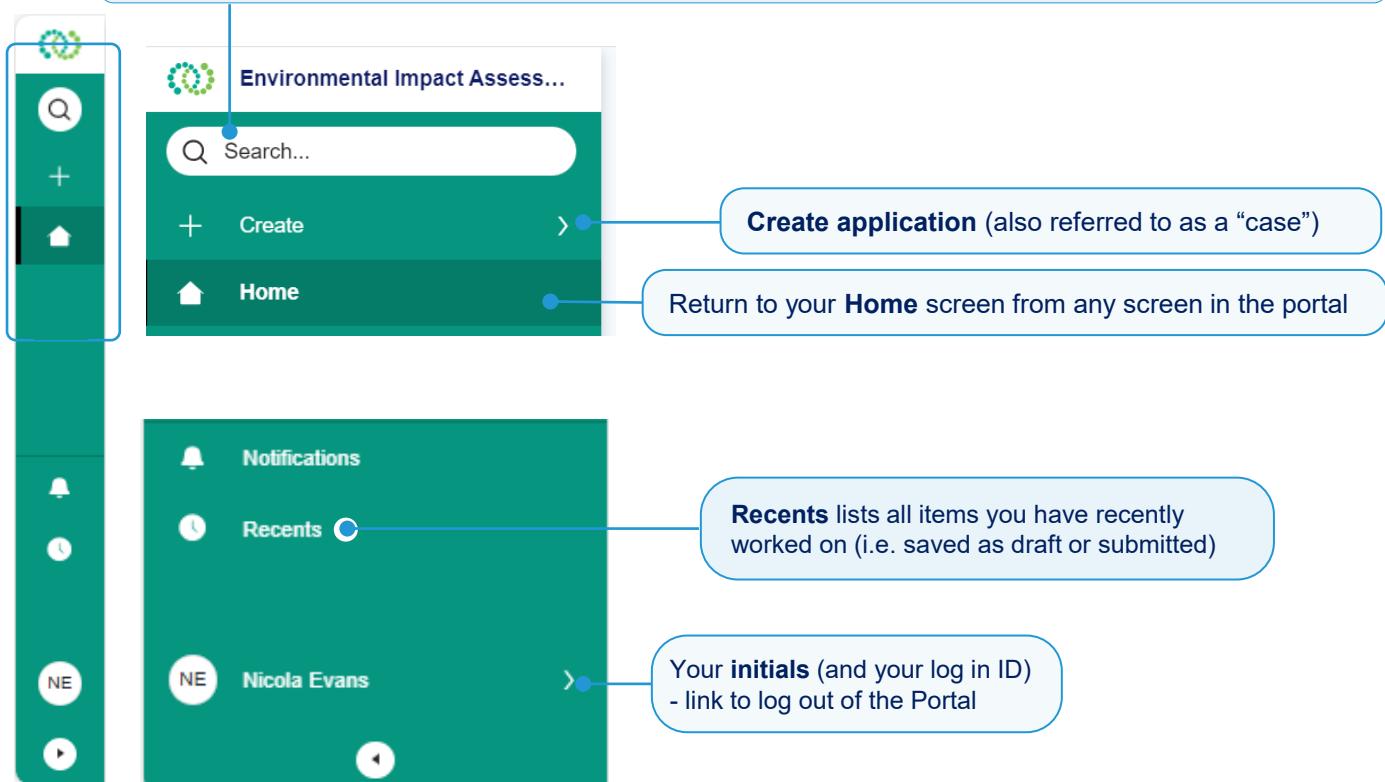
**Navigation panel**


**Navigation Panel.** Click the panel to expand / collapse the view...

...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



**Create application** (also referred to as a “case”)

Return to your **Home** screen from any screen in the portal

**Recents** lists all items you have recently worked on (i.e. saved as draft or submitted)

Your **initials** (and your log in ID) - link to log out of the Portal

## 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

✓ Apply
Input
Assess
Approve
Post Approve
Completed

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

Part C
NE

Vegetation Management
Click  to view Additional info (help text)

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

View vegetation impact


Biosecurity
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?


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.

Access
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

 General environmental impact assessment guidance documents
3

 List of attachments
2

 Site Photos

SitePhotos • 52 minutes ago • Nicola Evans

 Designs

Design • 52 minutes ago • Nicola Evans

## 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: URS56789

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

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, Declaration

To help us manage your inquiry, please select the description from the options that best describe the assistance you require?  
CAMS reference number: ABC56789

To commence an environmental approval for a project

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

Input → Assess → Approve → Post Approve → Completed

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

Are there any known contamination issues? \*

Expand 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

Summary Details Pulse Site details Land zoning impact Vegetation impact Soil impact Heritage impact Case history

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

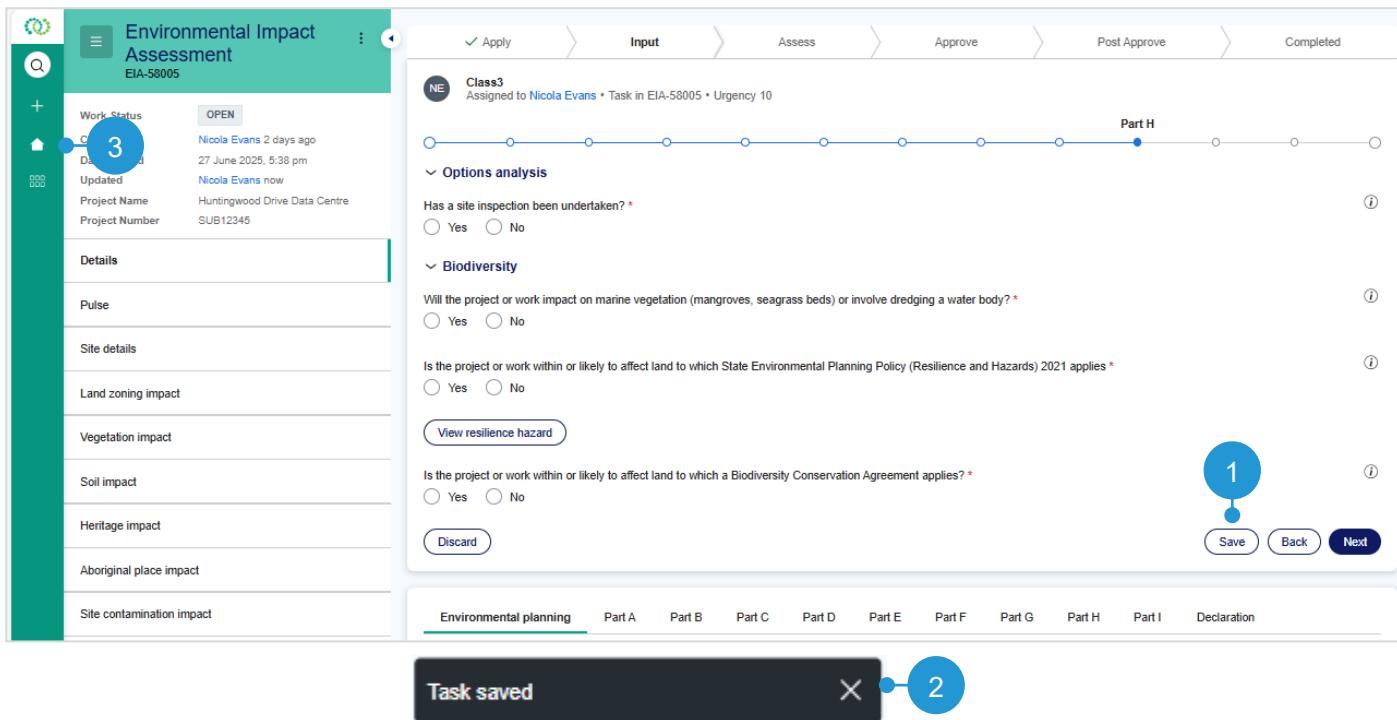
To help us manage your inquiry, please select the  To commence an environmental approval for a project

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



Environmental Impact Assessment  
EIA-58005

Work Status: OPEN  
Created: Nicola Evans 2 days ago  
Date created: 27 June 2025, 5:38 pm  
Updated: Nicola Evans now  
Project Name: Huntingwood Drive Data Centre  
Project Number: SUB12345

Details, Pulse, Site details, Land zoning impact, Vegetation impact, Soil impact, Heritage impact, Aboriginal place impact, Site contamination impact

Class3 Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

Part H

Options analysis: Has a site inspection been undertaken?  Yes  No

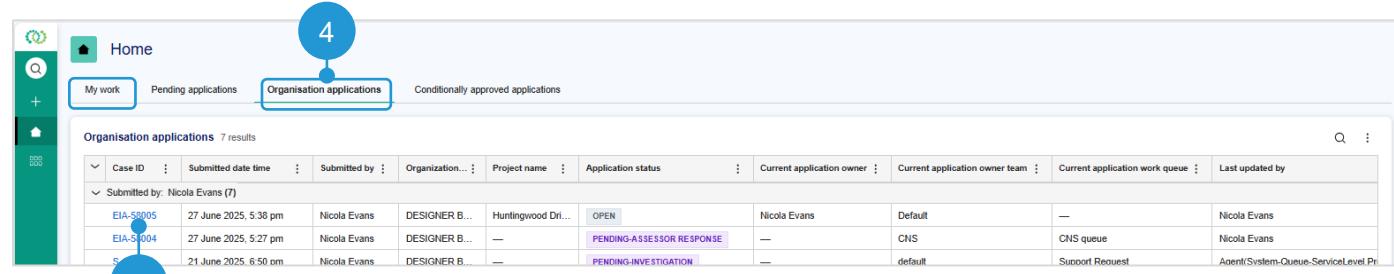
Biodiversity: Will the project or work impact on marine vegetation (mangroves, seagrass beds) or involve dredging a water body?  Yes  No

Resilience hazard: Is the project or work within or likely to affect land to which State Environmental Planning Policy (Resilience and Hazards) 2021 applies?  Yes  No

Biodiversity Conservation Agreement: Is the project or work within or likely to affect land to which a Biodiversity Conservation Agreement applies?  Yes  No

**Save** **Back** **Next**

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.

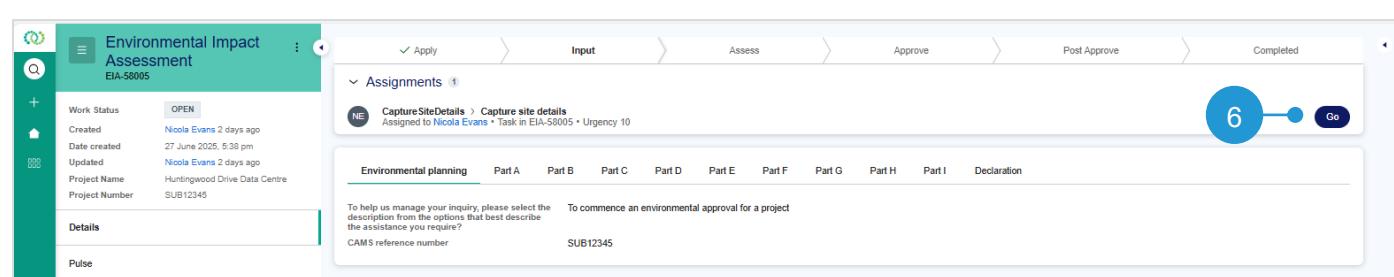


Home, My work, Pending applications, **Organisation applications**, Conditionally approved applications

Organisation applications 7 results

Case ID	Submitted date time	Submitted by	Organization...	Project name	Application status	Current application owner	Current application owner team	Current application work queue	Last updated by
EIA-58005	27 June 2025, 5:38 pm	Nicola Evans	DESIGNER B...	Huntingwood Dr...	OPEN	Nicola Evans	Default	—	Nicola Evans
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNER B...	—	PENDING-ASSESSOR RESPONSE	—	CNS	CNS queue	Nicola Evans
S...	21 June 2025, 6:50 pm	Nicola Evans	DESIGNER B...	—	PENDING-INVESTIGATION	—	default	Support Request	Agent/System-Queue-ServiceLevelPr...

6. Click  to open the application in edit mode



Environmental Impact Assessment  
EIA-58005

Work Status: OPEN  
Created: Nicola Evans 2 days ago  
Date created: 27 June 2025, 5:38 pm  
Updated: Nicola Evans now  
Project Name: Huntingwood Drive Data Centre  
Project Number: SUB12345

Details, Pulse

Assignments: CaptureSiteDetails > Capture site details  
Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

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

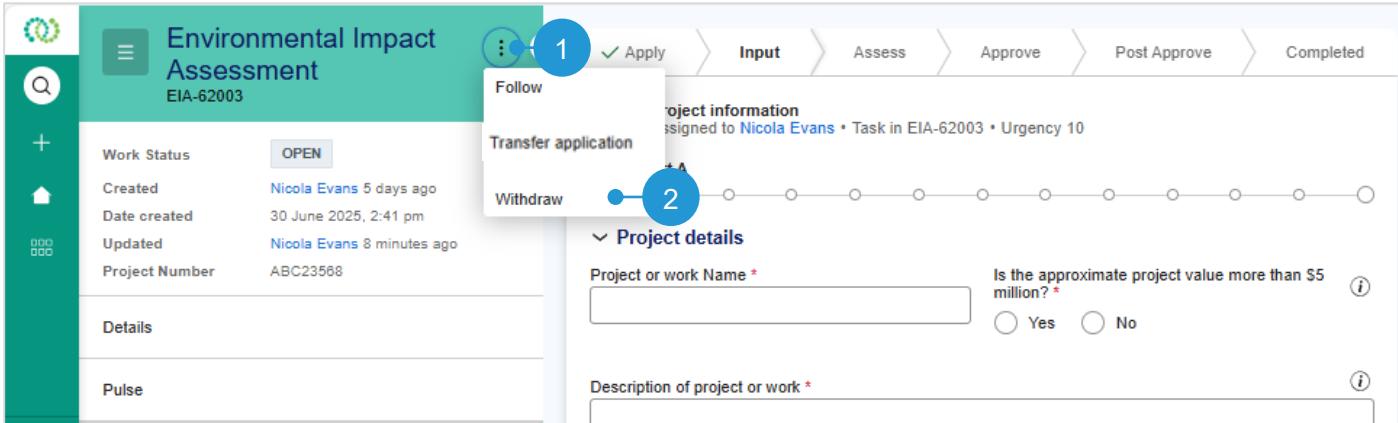
To help us manage your inquiry, please select the description from the options that best describe the assistance you require? To commence an environmental approval for a project  
CAMS reference number: SUB12345

## 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**



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 8 minutes ago

Project Number: ABC23568

Details

Pulse

Follow

Transfer application

Withdraw

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

Project details

Project or work Name \*

Is the approximate project value more than \$5 million? \*  Yes  No

Description of project or work \*

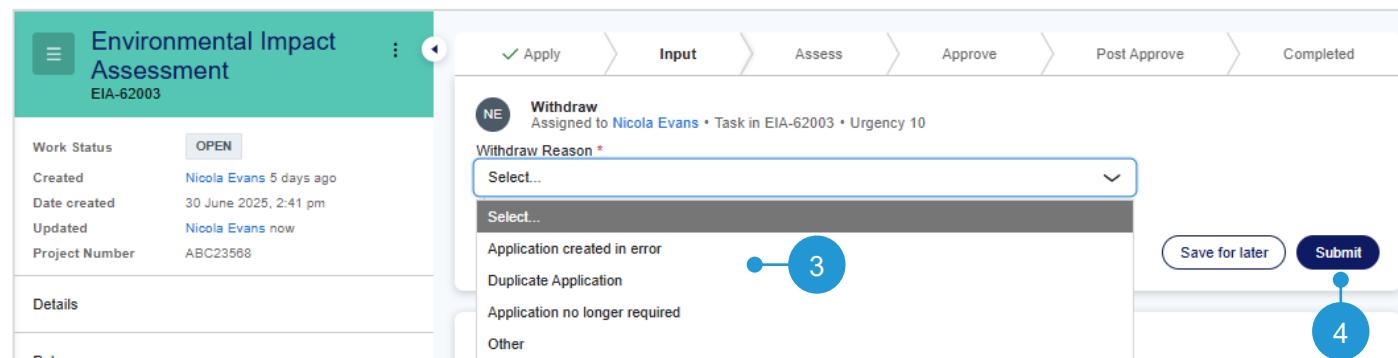
Apply Input Assess Approve Post Approve Completed

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 

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



Environmental Impact Assessment  
EIA-62003

Work Status: OPEN

Created: Nicola Evans 5 days ago

Date created: 30 June 2025, 2:41 pm

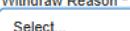
Updated: Nicola Evans now

Project Number: ABC23568

Details

Pulse

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

Withdraw Reason \* 

Select... 

Select... 

Application created in error

Duplicate Application

Application no longer required

Other

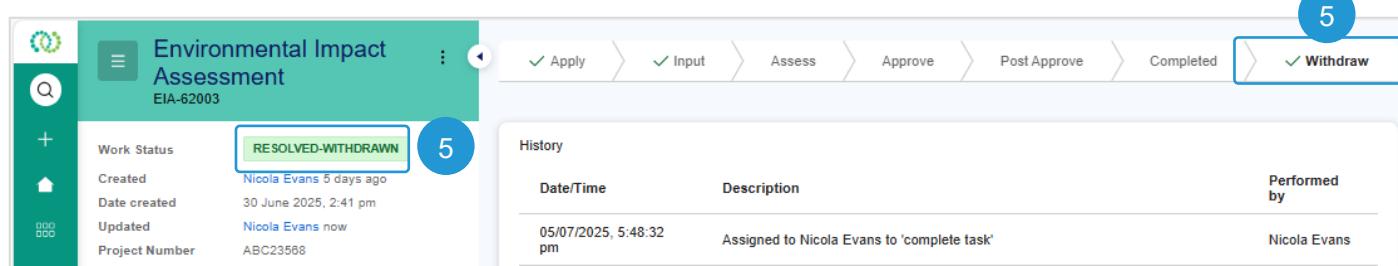
Save for later 

3

4

Apply Input Assess Approve Post Approve Completed

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



Environmental Impact Assessment  
EIA-62003

Work Status: RESOLVED-WITHDRAWN

Created: Nicola Evans 5 days ago

Date created: 30 June 2025, 2:41 pm

Updated: Nicola Evans now

Project Number: ABC23568

History

Date/Time	Description	Performed by
05/07/2025, 5:48:32 pm	Assigned to Nicola Evans to 'complete task'	Nicola Evans

5

9

Apply Input Assess Approve Post Approve Completed 