

## About this guide

This guide covers the steps to create an **Environmental Impact Assessment** application via the Environment (EIA) portal and submit it for review & approval (if required).

It also shows how to submit a **General Planning Enquiry**.

## How to use this guide

This user guide contains:

- a summary or “cheat sheet” format of the instructions for quick reference, and
- detailed step-by-step instructions with screenshots.

Summary of the steps



Detailed instructions with screenshots



## How to access the Environment Portal

The **Environmental Portal** is accessed via the Endeavour Energy [Enterprise Customer Portal](#)

For further information, refer to **User guide: How to access the Environment Portal (ASP 3)**

## SUMMARY OF STEPS

### Submit General Planning Enquiry

1. Click  **Create** (navigation panel on left of screen)
2. Select **Environmental Impact Assessment**
3. The Create Environment Impact Assessment [case number] dialog box displays. *The system automatically assigns the next available case number.* Confirm your contact details (update if required) and click **Submit**. The **Successfully submitted** message confirms the information is saved
4. For an **enquiry**, select “**To amend or change scope for a project with an environmental approval**”. Additional questions then display.
5. **Describe your query** - this is a free text field. Enter the details of your planning enquiry.
6. **Upload PDF, JPEGs / supporting documentation** – drag and drop any file or files you want to include in your enquiry (you can also use “choose files” to browse to and select the relevant files). . Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).
7. Click **Next** to save the information entered and proceed to the next screen.
8. The **Review** screen displays your responses. Note that the case type has changed to **General planning enquiry**. *If you need to make any changes, click **Back** to return to the previous screen, make the required changes and click Next.*
9. If the information in your enquiry is correct, click **Submit**.
10. A **Successfully submitted!** system message briefly displays at the bottom of the screen. The work status shows **Pending-Assessor Response**. The Input stage shows completed (green tick) and the case is now at the Assess stage.
11. Click  or  to return to your Home page.
12. Select the **Organisation applications** tab.
13. Your case is listed and has been routed to the Customer Network Solutions (CNS) team.

### Save as draft

### Retrieve draft and submit or withdraw

On any screen, you have the option to save your application as draft.

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.
7. Continue to complete the application.

## SUMMARY OF STEPS

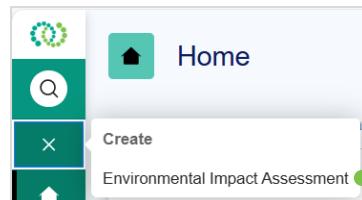
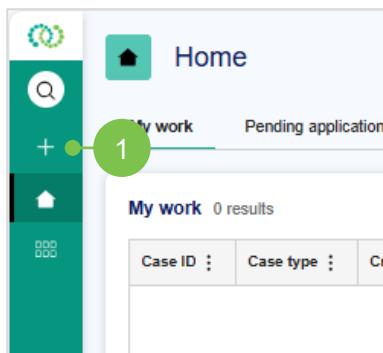
Create an Environmental Impact Assessment and submit for review

1. Click  **Create and select Environmental Impact Assessment**
2. Confirm your contact details (update if required) and click **Submit**. The **Successfully submitted** message confirms the information is saved
3. For an **environmental impact assessment** (EIA), select “**To commence an environmental approval for a project**”. Additional questions display based on your response.
4. Enter your **CAMS reference number** and click **Next** to save the information entered and proceed to the next screen.
5. Complete all **relevant** and **required** fields. A red asterisk \* denotes a mandatory field or question.
6. **Supporting documentation or evidence** – drag and drop any file or files you want to include in your EIA application (you can also use “choose files” to browse to and select the relevant files). Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).
7. **Date** fields – enter the date or select from the calendar.
8. When you have completed all required fields, click **Next** to save the information entered and proceed to the next screen.
9. **Capture site details**. Use the  zoom in /  out icons to zoom to a location on the map or enter the site address.

Click  to select any additional **layers** that you want to apply (if available at your current zoom level). If there is **no address for your site location**, enter the address of a property which is closest or adjacent to your location. You can then click  to switch on the relevant layers to locate the assets and the exact site details.  
Click  to use the sketch tools to select or draw the area on the map. *Single click creates a point where the line breaks (vertex) and double-click to finish the area.*  
When you have identified the site location, click **Save Selection**. A **saved successfully** dialog box displays. Click **Close**.

**Site description** – enter a description of the site and site boundaries and click **Next**.
10. There are **multiple questions** and **screens** where you are prompted to **view** the zoning or impact, capture a screenshot of the evidence and answer related question(s). Click **View** (e.g. View Land Zoning) and click **Take Screenshot**. Click **Close** and then click  to close the dialog box.
11. There are **multiple screens** in your EIA application where you may be prompted to read and accept **mitigation measures**. These are standard mitigation measures and the **mandatory** mitigation measures are selected by default. **Comments** are not mandatory but can be entered if there is something unique / out of the ordinary that you want to highlight for your site.
12. When you have completed the screens from Environmental planning and Part A through to Part I, the next screen is **Declaration**. Read and **select the checkbox** for each declaration statement (**Declare that**). Select the relevant **response** to the last question and click **Next**.
13. The **Review** screen displays. Select a screen name if you want to review the information you entered at that specific step / screen. *If you need to make any changes, click **Back** to return to the previous screen, make the required changes and click **Next**. If the information is correct, click **Submit**. A **Successfully submitted!** system message briefly displays at the bottom of the screen. The work status shows **Pending-Assessor Response**.*
14. Click  or  to return to your Home page. Select the **Organisation applications** tab. Your case is listed and has been routed to the Customer Network Solutions (CNS) team.

## Create – Environmental Impact Assessment



1. Click **+** (Create)

2. Select **Environmental Impact Assessment**

The **Create Environmental Impact Assessment** [case number] dialog box displays. The system automatically assigns the next available case number.

3. Confirm your contact details (**Name**, **Email Address**) and update if required.

4. Click **Submit**

**Successfully submitted!** system message displays at the bottom of the screen

Successfully submitted!



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

**i** As you have confirmed your contact details, the **Apply** stage shows completed (green tick) and the current lifecycle stage is **Input**

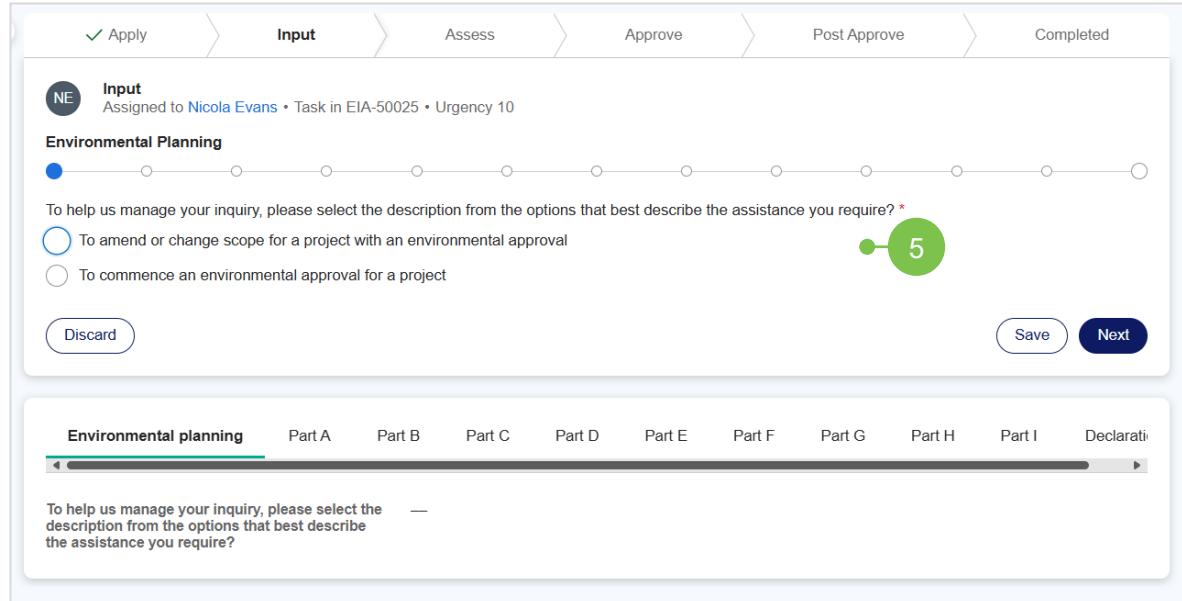
The first screen to complete is **Environmental Planning**

All screens (steps) are listed in the lower section of the screen

A red asterisk \* denotes a mandatory field / question

**5. For the question (*To help us manage your inquiry...*) - select the relevant response:**

- **To amend or change scope for a project with an environmental approval** – follow the steps below to submit a **General Planning Enquiry**
- **To commence an environmental approval for a project** – follow the steps detailed on [page 8](#) to 17 to submit an **Environmental Impact Assessment**

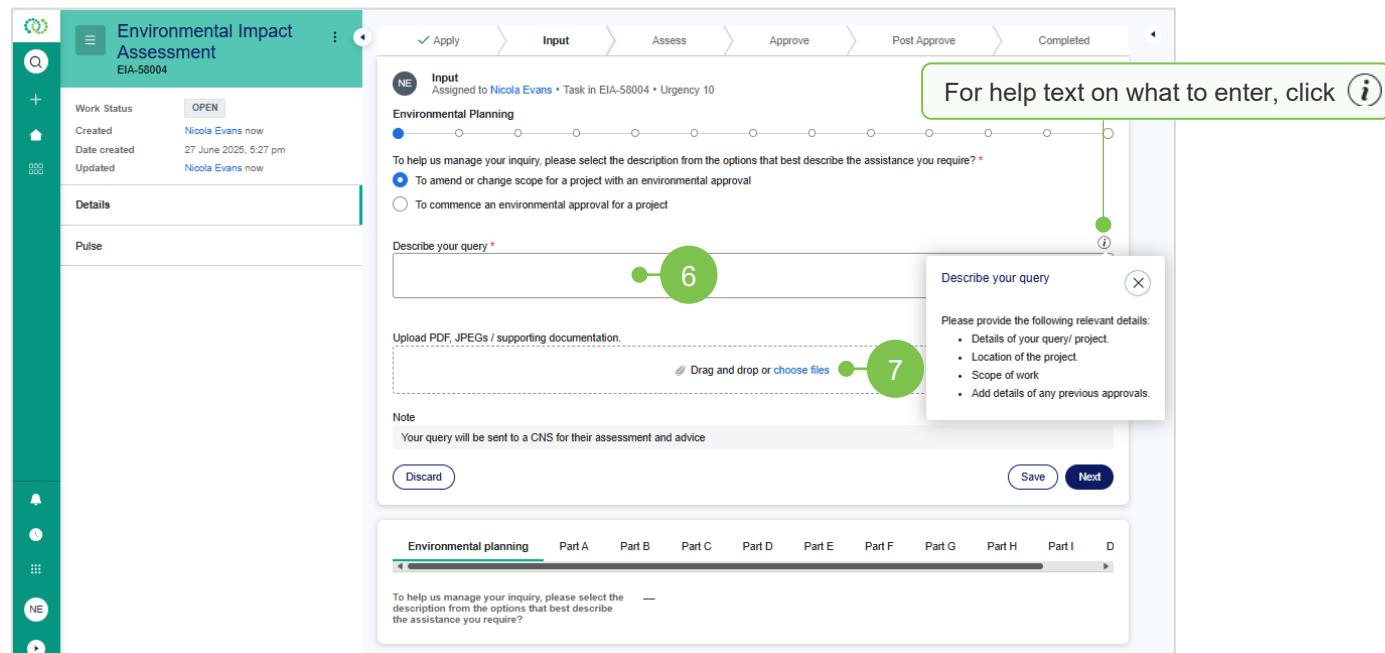


## General Planning Enquiry

Additional questions display (based on your response in step 5)

**6. Describe your query** - this is a free text field. Enter the details of your planning enquiry.

**7. Upload PDF, JPEGs / supporting documentation** – drag and drop any file or files you want to include in your enquiry (you can also use “choose files” to browse to and select the relevant files).



## General Planning Enquiry (continued)

✓ Apply > **Input** > Assess > Approve > Post Approve > Completed

**NE** **Input**  
Assigned to [Nicola Evans](#) • Task in EIA-58004 • 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

Describe your query \* (i)

My query is xxxx  
The project location is xxx  
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC

114 of 3000

Upload PDF, JPEGs / supporting documentation. (i)

 Drag and drop or choose files

 Site Details.png  
Uploaded successfully (i) Delete

Note

Your query will be sent to a CNS for their assessment and advice

8

Discard Save Next

i

If you click **Save** on this screen, your case is saved as a draft and can be accessed again via your **Organisation applications** tab. The case type still show as Environment Impact Assessment (it does not change to General Planning Enquiry until you click Next to proceed to the next screen (step 8)

The attached document(s) is listed. Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).

8. Click **Next** to save the information entered and proceed to the next screen

- Note that the case type has changed to **General planning enquiry**

9. The **Review** screen displays your responses. If you need to **make any changes**, click **Back** to return to the previous screen, make the required changes and click **Next**.

10. If the information in your enquiry is correct, click

**Submit**

General planning enquiry  
EIA-58004

Work Status: OPEN  
Created: Nicola Evans 7 minutes ago  
Date created: 27 June 2025, 5:27 pm  
Updated: Nicola Evans now

Details

Pulse

Input  
Assigned to Nicola Evans • Task in EIA-58004 • Urgency 10

Review Application

9

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

Describe your query  
My query is xxxx  
The project location is xx  
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC  
Upload PDF, JPEGs / supporting documentation.

Site Details.png

Your query will be sent to a CNS for their assessment and advice

Note

Discard

Back

Submit

10

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

Describe your query  
My query is xxxx  
The project location is xx  
My previous approval was xyz dated dd.mm.yyyy and my contact was ABC  
Upload PDF, JPEGs / supporting documentation.

Site Details.png

Your query will be sent to a CNS for their assessment and advice

Note

Successfully submitted!

The number of screens to complete has reduced to two

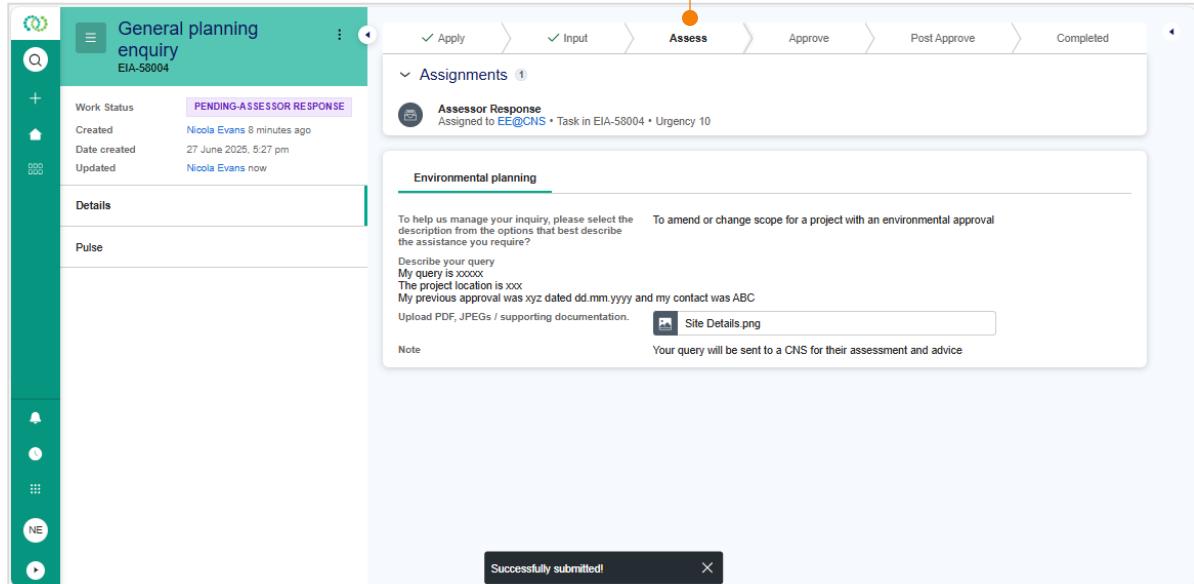
## General Planning Enquiry (continued)

A **Successfully submitted!** system message briefly displays at the bottom of the screen.

The work status shows **Pending-Assessor Response**.

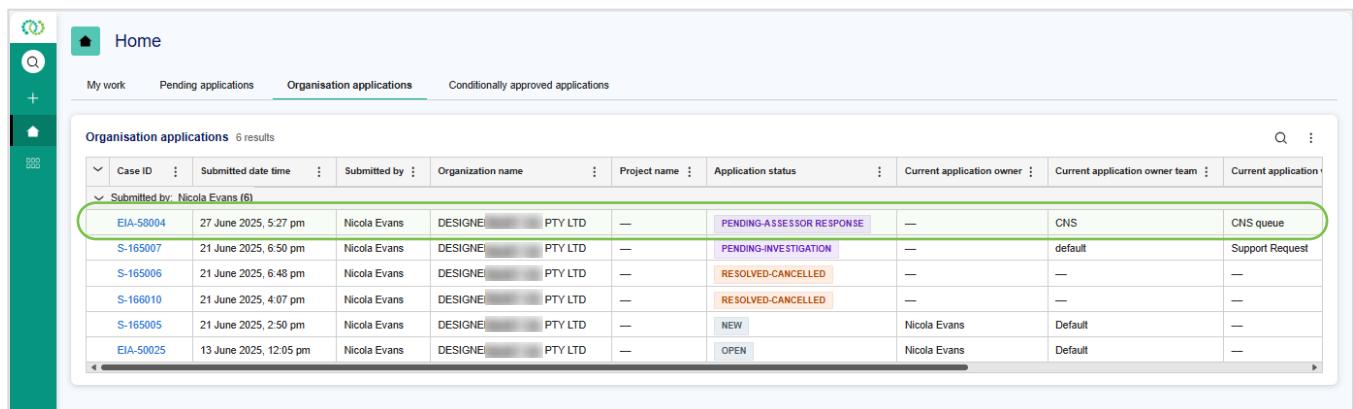
11. Click  or  to return to your Home page

The Input stage shows completed (green tick) and the case is now at the **Assess** stage



12. Select the **Organisation applications** tab

13. Your case is listed and has been routed to the Customer Network Solutions (CNS) team



Case ID	Submitted date time	Submitted by	Organization name	Project name	Application status	Current application owner	Current application owner team	Current application
EIA-58004	27 June 2025, 5:27 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	PENDING-ASSESSOR RESPONSE	—	CNS	CNS queue
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	PENDING-INVESTIGATION	—	default	Support Request
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	RESOLVED-CANCELLED	—	—	—
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	RESOLVED-CANCELLED	—	—	—
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	NEW	Nicola Evans	Default	—
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESIGNE <del>PTY LTD</del>	—	OPEN	Nicola Evans	Default	—

## Environmental Impact Assessment

A red asterisk \* denotes a mandatory field / question

When you select “**To commence an environmental approval for a project**”, the next question displays:

**6. CAMS reference number** – enter your CAMS reference number (project ID)

7. Click **Next** to save the information entered and proceed to the next screen

**Successfully submitted!** system message displays at the bottom of the screen

Environmental Impact Assessment  
EIA-58005

Work Status: OPEN

Created: Nicola Evans now

Date created: 27 June 2025, 5:38 pm

Updated: Nicola Evans now

Details

Pulse

Input

Assigned to Nicola Evans • Task in EIA-58005 • 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 \*  
SUB-12345

Discard

Save

Next

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

Successfully submitted!

**i** The Successfully submitted message displays when you click Next as the information is auto-saved (you do not have to click Save and then Next to continue to the next screen)

The next screen displays

Environmental Impact Assessment  
EIA-58005

Work Status: OPEN

Created: Nicola Evans 7 minutes ago

Date created: 27 June 2025, 5:38 pm

Updated: Nicola Evans 4 minutes ago

Project Number: SUB12345

Details

Pulse

Input

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

Part A

Project information

Project or work Name \*  
Is the approximate project value more than \$5 million? \*

Description of project or work \*  
0 of 3000

Project justification \*  
0 of 3000

Design \*  
Drag and drop or choose files

Site photos \*  
Drag and drop or choose files

**i** You can click **Save** on any screen in your application, to save your EIA case as a draft. It is saved under the **Organisation applications** tab on your Home screen (with status OPEN)

## Environmental Impact Assessment (continued)

8. Complete all **relevant** and **required** fields. A red asterisk \* denotes a mandatory field or question

**i** Free text fields (e.g. *Description of project or work* and *Project Justification*) show the number of characters you've entered, and the maximum allowed

9. **Supporting documentation** – drag and drop any file or files you want to include in your application (*you can also use "choose files" to browse to and select the relevant files*).

The attached document(s) is listed below the question / field. Note that there is a delete icon (*if you have uploaded the incorrect attachment, delete the attachment and upload again*).

Note that HEIC image (iOS Live photos) are **NOT** supported.

10. **Date fields** – enter the date or select from the calendar

Environmental Impact Assessment  
EIA-58005

Work Status: OPEN  
Created: Nicola Evans 7 minutes ago  
Date created: 27 June 2025, 5:38 pm  
Updated: Nicola Evans 4 minutes ago  
Project Number: SUB12345

Project information: Assigned to Nicola Evans • Task in EIA-58005 • Urgency 10

Part A

Project details

Project or work Name \*: Huntingwood Drive Data Centre

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

Description of project or work \*: (3 of 3000)

Project justification \*: (3 of 3000)

Design \*: (1 of 3000)

Drag and drop or choose files  
Design Drawings for Huntingwood Drive.png  
Uploaded successfully

Site photos \*: (1 of 3000)

Drag and drop or choose files  
Site Photos.png  
Uploaded successfully

Project timelines

Proposed start date \*: 04/08/2025

Proposed end date \*: 29/11/2025

Hours of work \*

Monday to Friday 7am to 6pm  
 Saturday 8am to 1pm  
 No work on Sundays, Public Holidays or Out of Hours Work  
 Out of hours work over two consecutive nights required  
 Other

Describe working hours \*: (1 of 3000)

Note

Discard

Successfully submitted!

Save Back Next

11. When you have completed all required fields, click **Next**

The **Successfully submitted** message confirms the information is saved and the next screen displays

## Environmental Impact Assessment (continued)

## Capture site details

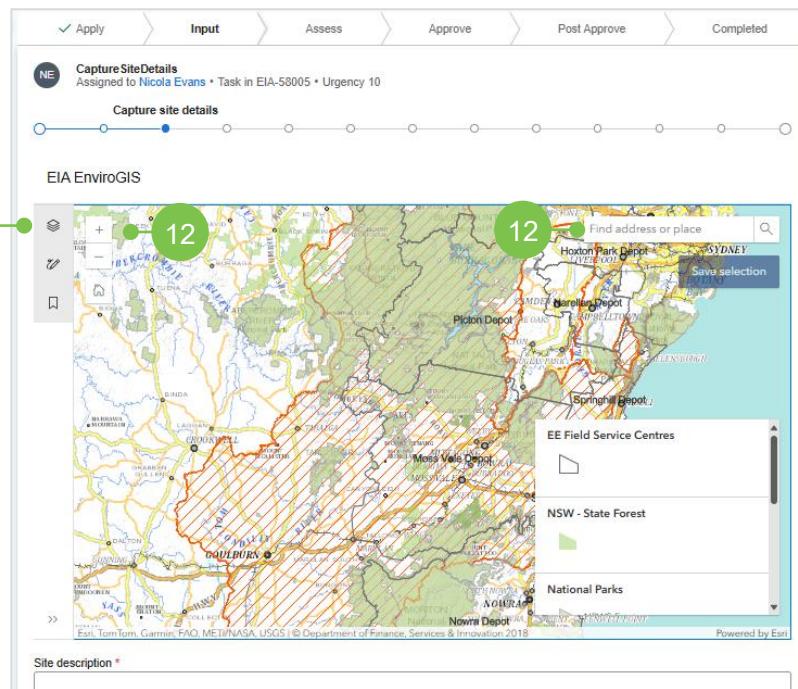
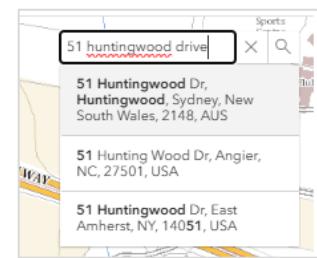
The next screen is **Capture site details**.

12. Use the  zoom in /  out icons to zoom to a location on the map, or enter the site address

Specific layers have been automatically applied. All layers have not been set to default as this may impact ArcGIS system performance.

13. Click  to select any additional **layers** that you want to apply (if available at your current zoom level).

If there is **no address for your site location**, enter the address of a property which is closest or adjacent to your location. You can then click  to switch on the relevant layers to locate the assets and the exact site details.

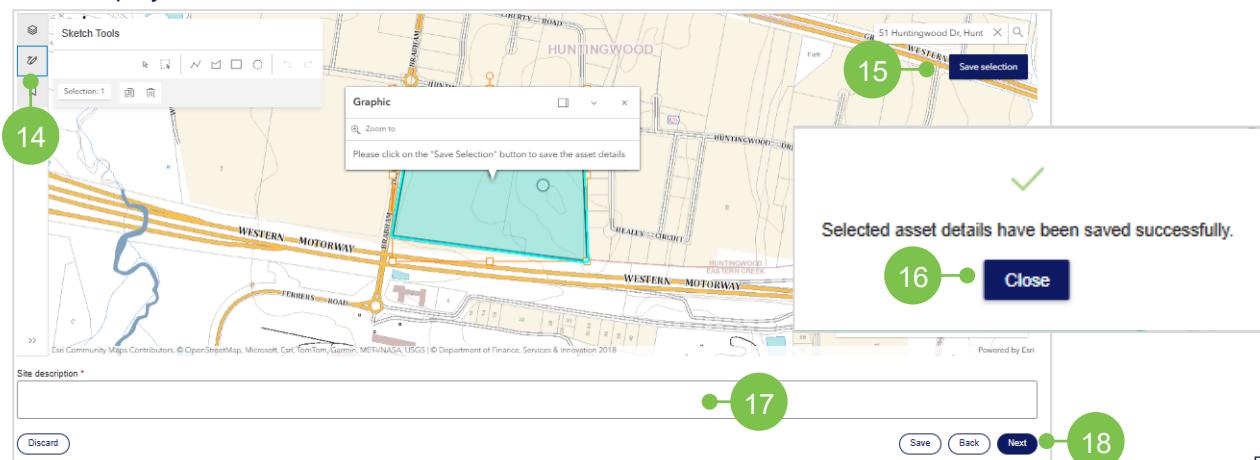
14. Click  to use the sketch tools to select or draw the area on the map. Single click creates a point where the line breaks (vertex) and double-click to finish the area.

15. When you have identified the site location, click  (top right of map, the save icon is not in the Graphic dialog box).

16. A **saved successfully** dialog box displays. Click 

17. **Site description** – enter a description of the site and site boundaries.

18. Click  to save the information and proceed to the next screen. **Successfully submitted** message displays.



## Environmental Impact Assessment (continued)

## View zoning / View impact

There are **multiple questions** and **screens** where you are prompted to **view** the zoning or impact or classification, capture a screenshot of the evidence and answer related question(s). This example shows Land Zoning on Part B screen.

19. Click **View ...** – in this example

[View Land zoning](#)

✓ Apply    Input    Assess    Approve    Post Approve    Completed

**Project information**  
Assigned to **Nicola Evans** • Task in EIA-58005 • Urgency 10

Part B

What is the zoning for the land?

Provide details

[View Land zoning](#) 19

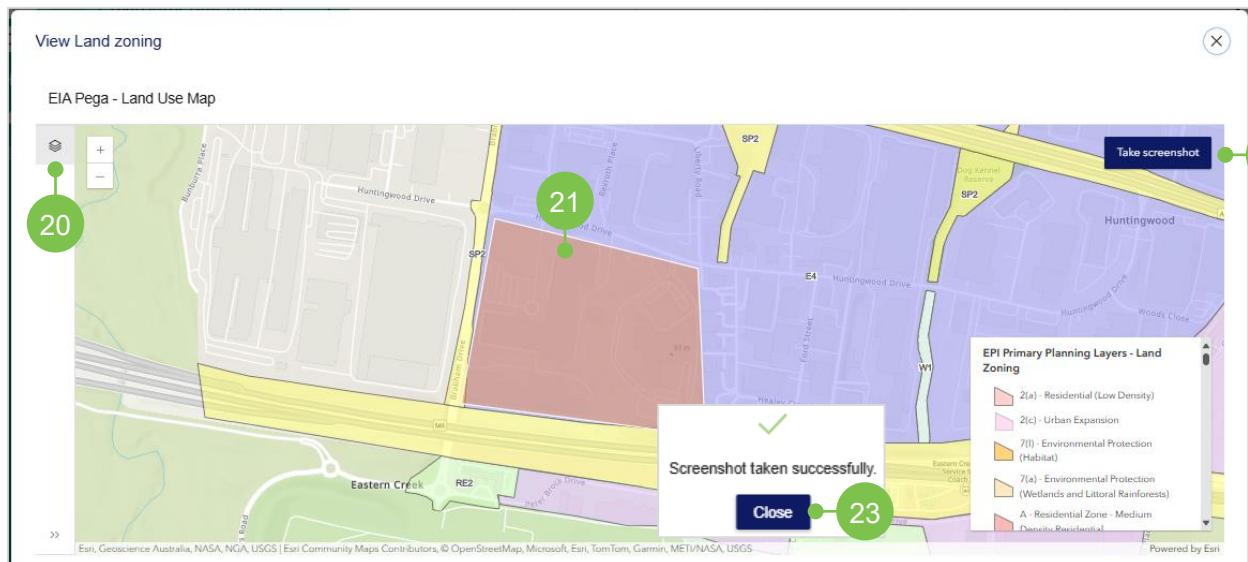
Land Zone \*  
IN2 Light Industrial

20. The relevant layers are automatically applied. Click  if you want to view the layers that have been applied.

21. The site area is marked in orange. Change the zoom setting on the map, if required. You can also click on a location to see more details.

22. Click [Take screenshot](#)

23. A message confirms the screenshot was taken successfully. Click [Close](#) and then click **x** to close the map dialog box.



**i** Remember that you can click **i** to view additional information. This also includes links to policy documents, external websites etc.

Provide details

If unsure, please check land zoning map layer under <https://www.planningportal.nsw.gov.au/spatialviewer/#/find-a-property/address>

## Environmental Impact Assessment (continued)

## Mitigation measures

Based on your responses, there are **multiple screens** in your EIA application where you may be prompted to read and accept **mitigation measures**.

24. These are standard mitigation measures and the **mandatory** mitigation measures are selected by default. Use **CTRL + F** if you want to search for a specific mitigation measure using a key word.

25. **Comments** are not mandatory but can be entered if there is something unique / out of the ordinary that you want to highlight for your site.

## Consultation mitigation measures

## Accept mitigation measures

Select	Mitigation Measures	Comments
<input checked="" type="checkbox"/>	<p>24 Endeavour Energy and ASP activities may potentially affect the community through changes to traffic and pedestrian flow, increases to noise and vibration, accidental releases, visual amenity impacts or changes to electromagnetic fields (EMF). Effective engagement with the community, businesses, councils and other relevant groups assists in managing community expectations and operations.</p> <p>With Endeavour Energy's Communications Team on the requirement for a Communication Engagement Plan or equivalent before work commences. If an activity is likely to have more than a minimal impact (e.g. blocking access, significantly changing visual amenity), and there is an opportunity for the community to be involved in the route or site selection, then additional community consultation should be considered.</p>	<p>25</p>
<input checked="" type="checkbox"/>	<p>Provide impacted stakeholders with the following information:</p> <ul style="list-style-type: none"> <li>Proposed commencement date and anticipated duration of the works.</li> <li>details of any impact on access to driveways and/or residences/businesses; and</li> <li>24-hour contact details for the project manager or other appropriate contact person.</li> </ul>	
<input checked="" type="checkbox"/>	<p>All contractors' (and any sub-contractors') personnel employed for the works shall maintain a tidy appearance and exercise courtesy in all dealings with the public.</p>	
<input checked="" type="checkbox"/>	<p>All complaints and compliments shall be addressed in accordance with Endeavour Energy's Customer Complaints Handling procedures.</p>	
<input checked="" type="checkbox"/>	<p>All landowners within or adjacent to the worksite (adjacent lands) will be notified in writing 7 to 14 days prior to the commencement of construction works. Notification will include:</p> <ul style="list-style-type: none"> <li>Proposed commencement date.</li> <li>Brief scope of works.</li> <li>Anticipated duration of the works.</li> <li>24-hour contact details of the project manager or other appropriate contact person in the event of any complaints; and</li> <li>Details on proposed blocking or impairing access to driveways and/or residences/businesses (if any).</li> </ul> <p>Evidence of this notification must be stored on the project file. This notification will be required in addition to any notification carried out during the preparation of this SER.</p>	
<input checked="" type="checkbox"/>	<p>Signage is to be erected in an appropriate position at the work site. This signage is to contain the following details:</p> <ul style="list-style-type: none"> <li>Name of the Principal Contractor and the Contractor's licence number.</li> <li>Name of the Site/Project Manager (i.e. the person in charge of/ responsible for the worksite) and a phone number at which this person can be reached during work hours and after hours.</li> <li>Unauthorised entry to the worksite is prohibited The signage is to be installed prior to construction commencing, maintain throughout construction and removed at the completion of works.</li> </ul>	
<input checked="" type="checkbox"/>	<p>Works cannot commence on the properties (where required) until an agreement has been reached with the landowner. This agreement must be in writing and can be in the form of a Deed, licence, or the registered easement documentation.</p>	
<input checked="" type="checkbox"/>	<p>Any required electricity outage should be notified to the affected customers in accordance with NECF (National Energy Customer Framework) requirements.</p>	
<input type="checkbox"/>	<p>All access through, or work within any private property shall be undertaken with minimum inconvenience to the owner/occupier. Residences or associated buildings shall not be entered, except under exceptional circumstances.</p>	
<input type="checkbox"/>	<p>Should temporary storage compounds be required on private land, written permission of the owners must be sought prior to establishing the storage compound or stockpiles on their land. These compounds or stockpiles must not be established until a formal agreement has been entered into with the owners.</p>	

Discard

Save

Back

Next



Note that on some screens, there may be additional questions and further mitigation measures **below** the first Accept Mitigation Measure section (*the example screenshot below is on the Part D screen*)

Consider use of a water truck or street sweeper during dry weather and install dust barriers on fences and gates.

Will the project or work result in the generation of any spoil or waste materials? \*

Yes  No

▲ Cannot be blank

Discard

## Environmental Impact Assessment (continued)

Note that on any screen in the Environmental Impact Assessment, you can select a tab in the lower section of the screen to view the responses you entered.

If you need to make any changes, click **Back** to go back to each previous screen.

When you have made the changes, click **Next** to save & proceed through each screen to return to your current 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  
Case history

Class 1 and 2  
Assigned to Nicola Evans • Task in EIA-58005 • Urgency: 10

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

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

Save Back Next

**i** Select a tab to view the details you entered on that specific screen. The details display in the lower section of the 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 17 minutes ago  
Project Name: Huntingwood Drive Data Centre  
Project Number: SUB12345

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

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

i

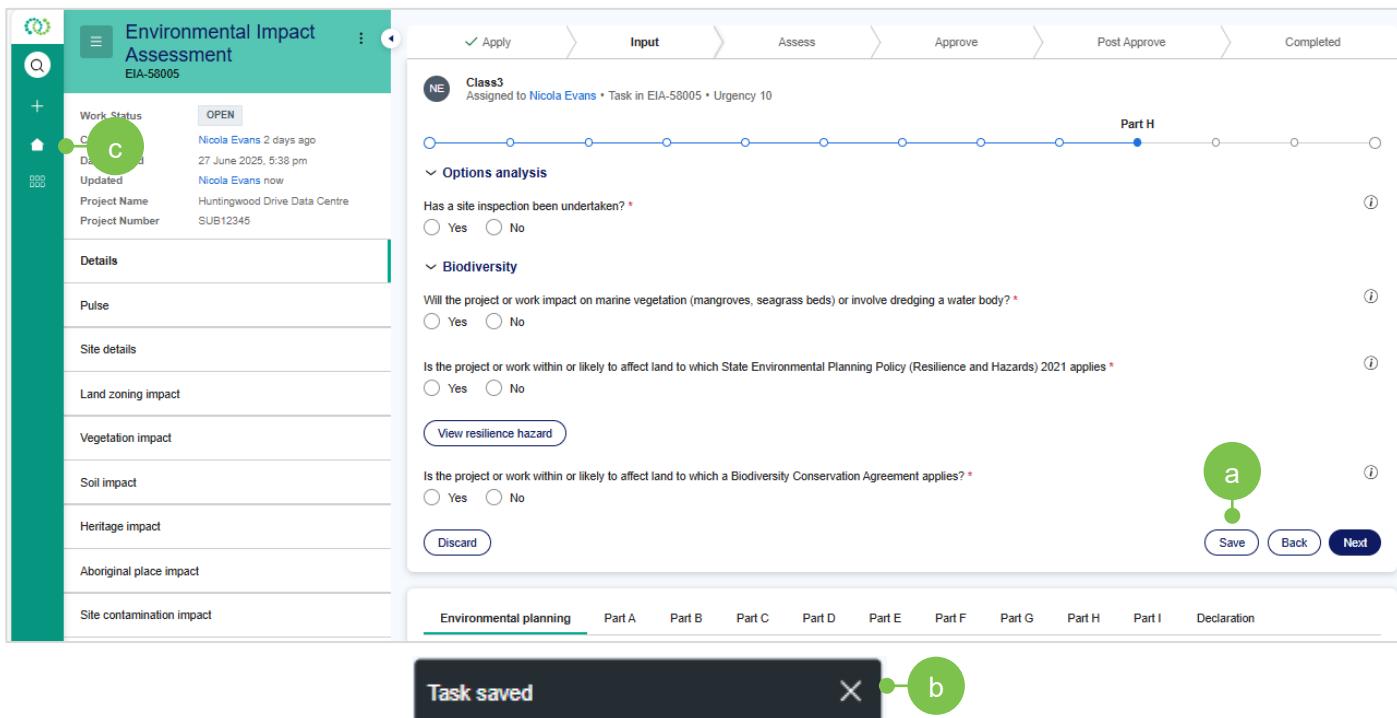
**i** You can also select an **impact** section (from the list on the left of the screen) to view the screenshot you captured.

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

**Environmental Impact Assessment (continued)**
**Save as draft**

On any screen, you have the option to **save** your application i.e. **save as draft**.

- a. Click 
- b. **Task saved** message briefly displays
- c. 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**

**Input**

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

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

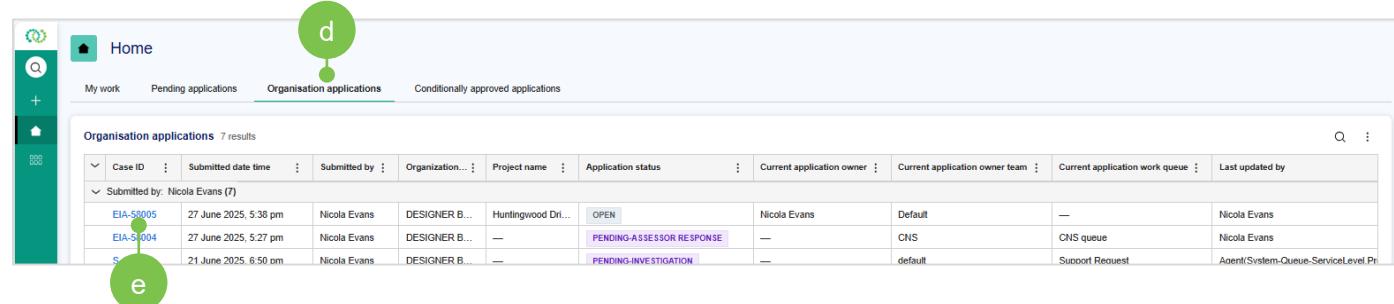
View resilience hazard

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

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

**Task saved**

- d. Select the **Organisation applications** tab
- e. A draft application has the status **OPEN**. Click the **Case ID** to view the application.



**Home**

**Organisation applications** 

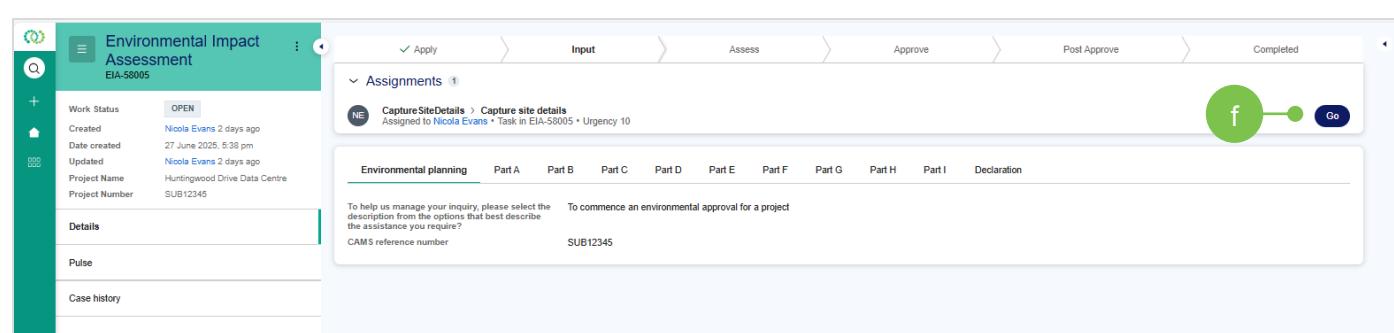
My work Pending applications **Organisation applications** Conditionally approved applications

**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...	<b>OPEN</b>	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	Aoenl/System-Queue-ServiceLevelPr...



- f. 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 2 days ago  
Project Name: Huntingwood Drive Data Centre  
Project Number: SUB12345

**Details**

**Pulse**

**Case history**

**Input**

**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?  
CAMS reference number: SUB12345

**Go** 

## Environmental Impact Assessment (continued)

## Declaration

When you have completed the screens from Environmental planning and Part A through to Part I, the next screen is **Declaration**

26. Read and **select the checkbox** for each declaration statement (**Declare that**)

27. Select the relevant **response** to the last question

28. Click **Next**

**Successfully submitted!** system message displays at the bottom of the 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

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

Declaration

Declare that: \*

All information contained in this application is to the best of my knowledge true and correct and does not by its presentation or omission of information, materially mislead.

I have made all enquiries and have provided sufficient evidence of database searches, which I believe are desirable and appropriate in respect of the SER, and I am aware that an authorised person within Endeavour Energy will rely upon this in deciding whether to certify the activity.

I am satisfied that the SER examines and takes into account to the fullest extent possible all matters affecting or likely to affect the environment by reason of the activity (Part 5 of the EP&A Act 1979 and cl171 of the EP&A Reg 2021).

I have prepared an WHRA or draft EMP that details only relevant environmental risk mitigation measures and this has been appropriately handed over to construction crews for review, finalising and implementation.

I will insert this application inclusive of any EMPS, site photographs and maps into the work package (including ASPs).

The activity will not cause a significant adverse impact on the environment and can proceed subject to the implementation of the mitigative measures as detailed in EMP \*

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? To commence an environmental approval for a project

✓ Apply > Input > Assess > Approve > Post Approve > Completed

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

Declaration

Declaration

Declare that: \*

All information contained in this application is to the best of my knowledge true and correct and does not by its presentation or omission of information, materially mislead.

I have made all enquiries and have provided sufficient evidence of database searches, which I believe are desirable and appropriate in respect of the SER, and I am aware that an authorised person within Endeavour Energy will rely upon this in deciding whether to certify the activity.

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I have prepared an WHRA or draft EMP that details only relevant environmental risk mitigation measures and this has been appropriately handed over to construction crews for review, finalising and implementation.

I will insert this application inclusive of any EMPS, site photographs and maps into the work package (including ASPs).

The activity will not cause a significant adverse impact on the environment and can proceed subject to the implementation of the mitigative measures as detailed in EMP \*

Yes  No

Discard Save Back Next

Successfully submitted!

## Environmental Impact Assessment (continued)

## Review Application

29. The last step in the **Input** stage is **Review Application**. Select a screen name if you want to review the information you entered at that specific step / screen.

You can also click **Back** if you want to return to each previous screen and check your responses. Then click **Next** to proceed through each screen, until you reach this screen again.

30. If no changes are required, click **Submit** to submit your EIA application.

The screenshot shows the 'Input' stage of an Environmental Impact Assessment application. The main interface includes a sidebar with project details (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), a 'Details' section, and several impact assessment sections (Land zoning impact, Vegetation impact, Soil impact, Heritage impact, Aboriginal place impact). The 'Input' stage is shown as a step in a workflow: Apply > Input > Assess > Approve > Post Approve > Completed. The 'Input' step is highlighted with a green circle containing the number '29'. Below the workflow, a sub-section for 'Environmental planning' is shown, with a 'Discard' button and a 'Submit' button. A green circle labeled '30' is positioned over the 'Submit' button. The sub-section includes instructions: 'To help us manage your inquiry, please select the description from the options that best describe the assistance you require?' and 'To commence an environmental approval for a project'. It also shows a CAMS reference number (SUB12345).

**Successfully submitted!** system message displays at the bottom of the screen

The relevant status is shown (e.g. **PENDING – ASSESSMENT**). The Input stage changes to completed (green tick) and the application is now at **Assess** stage.

The submission is routed for review. The assigned group is displayed in the **Assignments** section of your application.

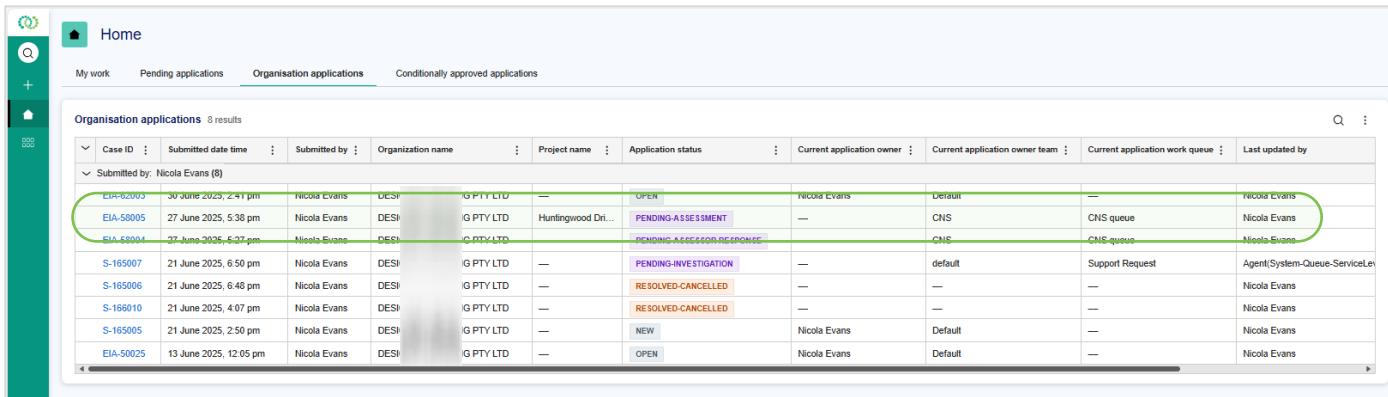
31. Click or to return to your Home page

The screenshot shows the 'Assess' stage of the application. The main interface includes a sidebar with project details (Work Status: PENDING-ASSESSMENT, 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). The 'Assess' stage is shown as a step in the workflow: Apply > Input > Assess. The 'Assess' step is highlighted with a green circle containing the number '31'. Below the workflow, an 'Assignments' section is highlighted with an orange circle, showing an assignment for an 'Assess Application' task assigned to 'EE@CNS' with a due date of 'Due in 3 days' and 'Urgency 10'. A black bar at the bottom of the screen displays the message 'Successfully submitted!' with a close button.

## Environmental Impact Assessment (continued)

### 32. Select the **Organisation applications** tab

### 33. Your case is listed and has been routed to the Customer Network Solutions (CNS) team



Organisation applications 8 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 (8)										
EIA-62003	30 June 2023, 2:41 pm	Nicola Evans	DESI	G PTY LTD	—	OPEN	Nicola Evans	Default	—	Nicola Evans
EIA-58005	27 June 2025, 5:36 pm	Nicola Evans	DESI	G PTY LTD	Huntingwood Dri...	PENDING-ASSESSMENT	—	CNS	CNS queue	Nicola Evans
EIA-58004	27 June 2025, 6:37 pm	Nicola Evans	DESI	G PTY LTD	—	PENDING-ASSESSMENT-OR-REOPEN	—	CNS	CNS queue	Nicola Evans
S-165007	21 June 2025, 6:50 pm	Nicola Evans	DESI	G PTY LTD	—	PENDING-INVESTIGATION	—	default	Support Request	Agent/System-Queue-ServiceLe...
S-165006	21 June 2025, 6:48 pm	Nicola Evans	DESI	G PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-166010	21 June 2025, 4:07 pm	Nicola Evans	DESI	G PTY LTD	—	RESOLVED-CANCELLED	—	—	—	Nicola Evans
S-165005	21 June 2025, 2:50 pm	Nicola Evans	DESI	G PTY LTD	—	NEW	Nicola Evans	Default	—	Nicola Evans
EIA-50025	13 June 2025, 12:05 pm	Nicola Evans	DESI	G PTY LTD	—	OPEN	Nicola Evans	Default	—	Nicola Evans



Application EIA-58005 is submitted

Hi Nicola,

Your application for Huntingwood Drive Data Centre has been submitted for review and is currently being assessed. We aim to notify you within 2 weeks on the review outcomes of your application.

To log in to the portal, please use your registered email address.

[Click here](#)

With Thanks,  
Administrator

[endeavourenergy.com.au](http://endeavourenergy.com.au) |    

 **Endeavour  
Energy** |  

Endeavour Energy respectfully acknowledges the Traditional Custodians on whose lands we live, work, and operate and their Elders past, present and emerging.

You will also receive an email notification confirming your application case has been submitted.