

## Instructions for request for a change to proposal under Section 45C of the *Environmental Protection Act 1986*

### Purpose of these instructions

To ensure proponents provide the necessary information with their request to change an approved proposal under s. 45C of the *Environmental Protection Act 1986*.

### How to complete a request for a change to proposal under s. 45C

#### Advice

Proponents may contact the Department of Water and Environmental Regulation (DWER) if they need assistance to prepare a request.

Refer also to the *Administrative Procedures* and *Procedures Manual* for more information about the processes relating to changing a proposal.

### Content of a request to change to proposal under s. 45C

#### Information to be provided

##### Six Aspects

#### 1. Content of the original proposal

- Identify the content of the original proposal. Proponents may need to refer to:
  - the key proposal characteristics in Table 1 and Table 2 of Schedule 1 of the Ministerial Statement (note for Ministerial Statements issued before June 1998, the description of the proposal is summarised in the header).
  - the description of the proposal in the environmental review documentation
  - the assessment report on the proposal prepared by the EPA under section 44 of the EP Act (EPA report)
  - appeal documentation, if relevant.
- Describe the stage of implementation of the proposal.
- Discuss compliance with the Ministerial Statement to date.
- Provide details of any approved change(s) under s. 45C and/or s. 46, including the cumulative impact of any previous change(s) to the proposal. This information may be provided in the form of a bullet point summary with supporting documentation (e.g. annual environmental reports).
- Reference documents used to describe the contents of the original proposal to justify that the content (including all components) of the original approved proposal has been adequately identified and so the assessment of the significance of the proposed change can be made against a known baseline.

#### 2. Content of the proposed change to proposal

- Describe the proposed change and the reason for the proposed change(s) to the proposal.
- Summarise the change/s in a modified key proposal characteristics – tables and/or figure, depending on the changes/s (see *Instructions and Template: Defining the key proposal characteristics*, Template 3 and Example 2).

<b>3. Detrimental environmental effects of the original proposal</b>
<ul style="list-style-type: none"> <li>Describe whether the original proposal has had or will have any detrimental effect on the environment and, if so, what these are (see the EPA report and the implementation conditions in the Ministerial Statement).</li> </ul>
<b>4. Detrimental environmental effects of the change</b>
<ul style="list-style-type: none"> <li>Provide details of any detrimental effects the proposed change/s might have on the environment, considering: <ul style="list-style-type: none"> <li>the values, sensitivity and quality of the environment which is likely to be impacted</li> <li>the extent (intensity, duration, magnitude and geographic footprint) of the likely impacts</li> <li>the resilience of the environment to cope with the impacts or change.</li> </ul> </li> </ul>
<b>5. Additional or different detrimental environment effects</b>
<ul style="list-style-type: none"> <li>Describe whether the detrimental environmental effects of the change (Point 4) are additional to, or different from, any detrimental environmental effects of the original proposal (Point 3).</li> </ul>
<b>6. Significance of the additional or different detrimental environment effects</b>
<ul style="list-style-type: none"> <li>Provide information regarding the significance of the detrimental environmental effects of the proposed change.</li> <li>For guidance on “significance”, see the EPA’s <i>Statement of environmental principles, factors and objectives</i></li> </ul>
<b>Management of the change</b>
<ul style="list-style-type: none"> <li>Review relevant environmental management plans (including those required by implementation conditions in the Ministerial Statement) and describe how the plans will manage the proposed change/s.</li> <li>Submit revised environmental management plans, if required, indicating whether the plan requires endorsement by another agency, in accordance with the terms of the condition.</li> <li>Indicate whether the existing implementation conditions can manage the proposed change without amendment. If not, a change to conditions will be required (see <i>Administrative Procedures</i> and <i>Procedures Manual</i>) unless the change is minor and can be approved under s. 46C of the EP Act.</li> <li>Provide information on any existing licences or permits issued for the proposal that are relevant to the proposed change, and discuss any changes that would be required.</li> </ul>
<b>Other information</b>
<ul style="list-style-type: none"> <li>Spatial data and figures - see Instructions and Template: Defining the key proposal characteristics for requirements.</li> <li>Consultation – provide details of consultation, including medium used to consult, consultation documentation, evidence of stakeholder feedback/submissions received and proponent’s assessment and response to these submissions.</li> <li>Other information – provide any other additional information which readily identifies the change and its impact.</li> </ul>

## Submitting a request

Ensure that all required information in the checklist is provided before you submit your request.

The EPA prefers that requests are emailed but will also accept applications submitted by post.

Email: [registrar@dwer.wa.gov.au](mailto:registrar@dwer.wa.gov.au) or EPA Services  
Department of Water and Environmental Regulation  
Locked Bag 33, Cloisters Square, Perth WA 6850

### Enquiries:

Telephone: 6364 7000

Fax: 6364 0896

Email: [info.epa@dwer.wa.gov.au](mailto:info.epa@dwer.wa.gov.au)

Website: [www.epa.wa.gov.au](http://www.epa.wa.gov.au)

**End of Instructions (remove before submitting request)**

---

## Checklist for request for a change to proposal under Section 45C of the *Environmental Protection Act 1986*

Information to be provided	Provided?
<b>Six Aspects</b>	
1. Identify <i>the content of the original proposal</i>	<input type="checkbox"/>
2. Describe <i>the content of the relevant change(s) and whether the change(s) involve a revision of the original proposal.</i>	<input type="checkbox"/>
3. Describe <i>whether the original proposal has had or will have any detrimental effect on the environment and, if so, what (taking into account the implementation conditions).</i>	<input type="checkbox"/>
4. Identify and provide information as to <i>whether the change(s) to the original proposal might have any detrimental effect on the environment and, if so, what.</i>	<input type="checkbox"/>
5. Provide reasoning as to <i>whether the detrimental effect (if any) which the change(s) in question might have on the environment is additional to, or different from, the detrimental effect (if any) which the original proposal has had or will have.</i>	<input type="checkbox"/>
6. Provide reasoning as to <i>whether any detrimental effect which the change(s) to the original proposal might have on the environment, which is additional to, or different from, any detrimental effect which the original proposal has had or will have, is significant.</i>	<input type="checkbox"/>
<b>Management of the changes</b>	
Provide information on how the proposed change will be managed	<input type="checkbox"/>
<b>Other information (where relevant)</b>	
Spatial data showing the location and area of the work	<input type="checkbox"/>
Details of consultation with relevant stakeholders	<input type="checkbox"/>
Any additional information which readily identifies the change and its impact	<input type="checkbox"/>
<b>Documentation to submit a request</b>	<b>Attached?</b>
Completed checklist (this sheet) attached to the section 45C request	<input type="checkbox"/>
Electronic copy of the request, including any applicable spatial data and other relevant information	<input type="checkbox"/>