



# DMP Submissions

## ENVIRONMENT DIVISION

### OVERVIEW

This guide covers how a user can submit an application, lodgement, report or notification electronically through the DMP's website and communicate with the Environment Division about the submission.

The following environmental documents can be submitted using "DMP Submissions":

#### MINERALS APPLICATIONS & LODGEMENTS

- Programme of Work application (Prospecting only)
- Prospecting and Exploration Rehabilitation Report (for Programmes of Work)
- Mine Closure Plan

#### PETROLEUM REPORTS

- Annual Environmental Report
- Emissions and Discharges Report
- Recordable Incident Report
- Reportable Incident Report

#### PETROLEUM NOTIFICATIONS

- Prestart and Cessation Notification
- Commonwealth Notification

## 1. Use Quicklinks

With "Quicklinks" you can easily navigate to the application, lodgement, notification or report you would like to submit.

In the example below we are looking for an Environment application and select "**Applications and Lodgements**" then the relevant business area "**Environment**".

The screenshot shows the DMP website interface. At the top, there is a navigation bar with links for Sitemap, Accessibility, Contact Us, +61 8 9222 3333, and My Account. Below this is the Government of Western Australia logo and a search bar. The main navigation menu includes: Minerals & Mining, Petroleum, Dangerous Goods, Geological Survey, Environment, Safety, Investors, Community & Education, and About Us & Careers. The 'Quicklinks & forms' section is displayed, with a list of links on the left and a list of online systems on the right. The 'Applications & lodgements' link is highlighted with a blue arrow, and the 'Environment' link under the 'Petroleum' category is circled in blue. The 'Online Systems' section includes: Environmental Assessment and Regulatory System (EARS), Interactive geological map (GeoVIEW.WA), Mineral exploration reports (WAMEX), Mineral Titles Online (MTO), Royalties Online, Safety Regulation System (SRS), and TENGGRAPH Online. A 'VIEW MORE' button is also visible.


## 2. Environmental Applications

Select your application, lodgement, notification or report.

Skip to Main Content

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Government of **Western Australia**  
Department of **Mines and Petroleum**


Search 

Go to whole of WA Government search

Home Minerals & Mining Petroleum Dangerous Goods Geological Survey Environment Safety Investors Community & Education About Us & Careers

### Environment

Home [Quicklinks & forms](#) [Applications & lodgements](#) Environment

Online Systems 

#### Environmental applications

##### Minerals

[Programme of Work](#)

[Mining Proposal](#)

[Mine Closure Plan](#)

[Native Vegetation Clearing Permits](#) - Download the application form from the Department of Environment Regulation.

##### Petroleum

[Environment Plan](#)

[Oil Spill Contingency Plan](#)

## 3. Guidance notes and forms


The webpage you will be directed to will contain any relevant guidance documents which you can download with a link to a submission area such as “DMP Submissions”.


### Programme of Work Prospecting (PoW – P)


Programme of Work - Prospecting (PoW-P) applications and Prospecting Rehabilitation Reports can be lodged in hardcopy format or online via DMP submissions. Read our [guide](#) for how to submit your applications and reports online via DMP Submissions.

Submit PoW - P application online [POW-P APPLICATION](#)

Submit Prospecting Rehabilitation Report online [REHABILITATION REPORT](#)

 [Programme of Work - Prospecting Rehabilitation Report - 110 Kb](#)  
Prospecting Rehabilitation Report

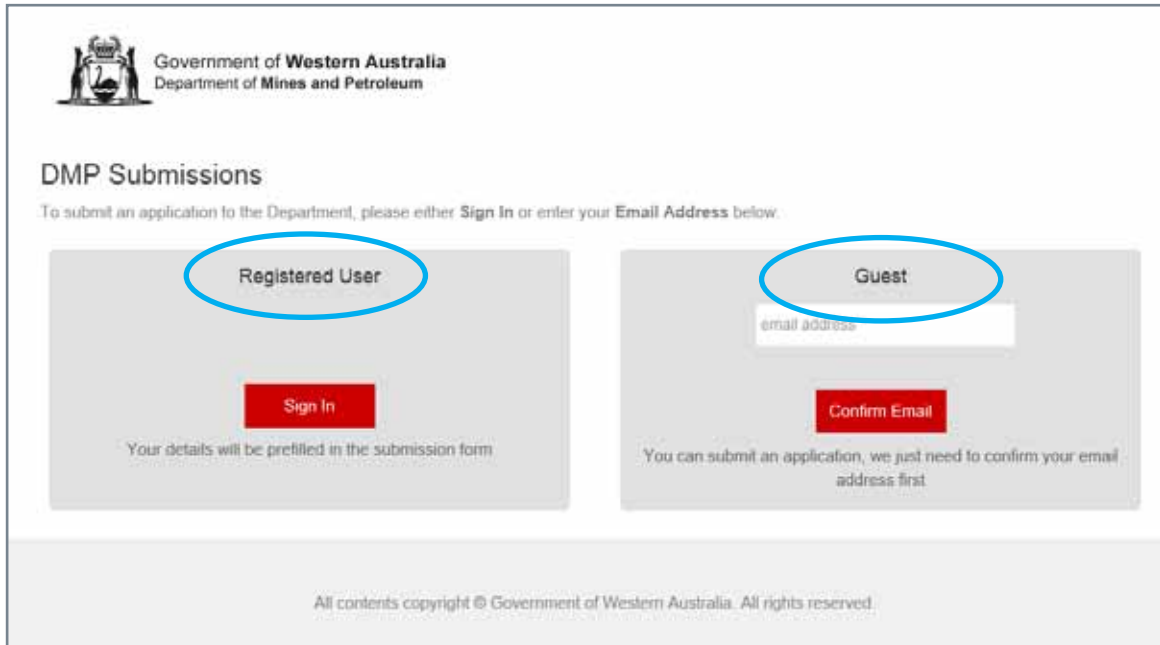
 [Programme of Work - Prospecting \(PoW-P\) Application Form - 379 Kb](#)  
PoW-P application

 [Programme of Work – Prospecting Policy - 169 Kb](#)  
This document provides a framework for the application and assessment of a Programme of Work - Prospecting (PoW-P).

## 4. Login to DMP Submissions

Use your existing account or sign in as a guest.

- 4a) Submitting as a guest
- 4b) Submitting as a registered user (your details will be pre-populated)



Government of **Western Australia**  
Department of Mines and Petroleum

### DMP Submissions

To submit an application to the Department, please either **Sign In** or enter your **Email Address** below.

**Registered User**

**Sign In**

Your details will be prefilled in the submission form

**Guest**

email address

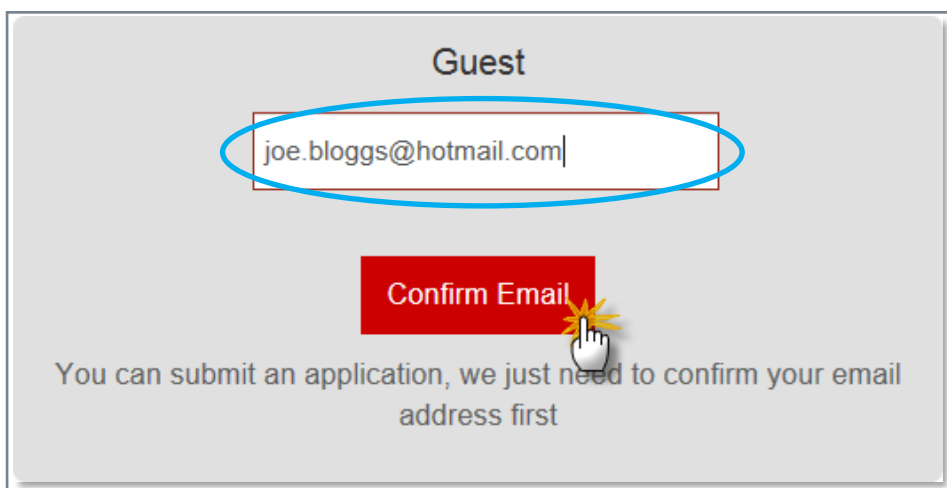
**Confirm Email**

You can submit an application, we just need to confirm your email address first

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### 4a. Submitting as a guest

Enter email.



**Guest**

email address

joe.bloggs@hotmail.com

**Confirm Email**

You can submit an application, we just need to confirm your email address first



You don't need to register with the Department to be able to submit an application, but we do need to confirm that your email is correct.

## 4b. Submitting as a guest cont...

An e-mail will be sent to your e-mail address to verify your account.

**Thank you for starting your submission with DMP Submissions**

[Complete your submission](#)

You will be able to add attachments and comments as necessary.

**Department of Mines and Petroleum**  
100 Plain Street East Perth WA 6004  
Tel: +61 8 9222 3333  
[www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)

## 4a. Submitting as a registered guest

Use your existing ex account.

**Registered User**

**Sign In**

Your details will be prefilled in the submission form

**Please Log In**

Username:

Password:

**Login**

## 5. Completing the form

- Most links on the website will link directly to the correct 'Application Type'.
- Some 'Application Types' will provide a link to the form needed to be submitted. The application will need to be completed and saved to your system before uploading.
- Upload your saved form and any attachments. Each attachment can be up to 160 MB. At least one attachment is required for submission.
- Before submitting your application, ensure you have completed all necessary fields marked with an asterisk\* and include comments and reference number where applicable.

The screenshot shows the 'DMP Submissions' form from the Government of Western Australia, Department of Mines and Petroleum. The form includes fields for Application Type, First Name, Last Name, Company, Email, Phone, Reference, and Comments. There is also an Attachments section and a Submit button. Annotations are as follows:


- a)** Points to the 'Application Type' dropdown menu, which is currently set to 'Programme of Work - Prospecting'.
- b)** Points to the 'Download Application Form' link next to the Application Type dropdown.
- c)** Points to the 'Attach file...' button in the Attachments section, with a note that each attachment can be up to 160 MB.
- d)** Points to the 'Submit' button.

The form also includes a confirmation statement: 'By submitting this application I confirm that to the best of my knowledge all information in the Programme of Work - Prospecting is true and correct.'

## 6. Clicking Submit

A new communication has been sent to you from DMP Submissions.

[View the message\\*](#), download any documents and respond.

Sincerely 

Department of Mines and Petroleum  
Tel: +61 (08) 9222 3333  
[www.dmp.wa.gov.au](http://www.dmp.wa.gov.au)

## 7. Document received

**Message Details**

To: joe.bloggs@company.com  
From: DDBox@dmp.wa.gov.au  
Subject: POW Application Form  
Message: POW Application Form

**Tracking Details**  
Message Sent: 15/09/2015 09:40  
Feedback By: 29/09/2015 17:00

It has been directed to the appropriate person for processing and you will be contacted in due course.

First Name: Joe  
Last Name: BLOGGS  
Email: joe.bloggs@company.com

If you wish to communicate with a DMP Officer about your application, please use the Response Details section below.

Attachments:  POW Application Form

## 8. Sending a communication


There is an opportunity to communicate with DMP once submitted.

**Response Details**

Message

Please find attached my updated application.

Attachments

 Attach file

Send me a copy:

Assign Send Cancel

## 9. What happens next

Once your application has been submitted it will be screened by the Business Services section of the Environment Division.

If it passes screening it will be sent on to an Environmental Officer to assess the application.

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Department of Mines & Petroleum  
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EAST Perth, Western Australia 6004

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