

Environment Online

Reference guide – Withdraw, delete or terminate an application

Version 3.0 current as published on 4 June 2024



Government of **Western Australia**
Department of **Water and Environmental Regulation**

Withdraw, delete, or terminate an application (referral)

You can withdraw, delete or terminate your application. Whether you withdraw, delete or terminate an application depends on the assessment stage.

You can **withdraw** a referral if:

- The EPA has not yet decided to assess the application
- The application is in **Stage 1 – Application validation** or **Stage 2 – Decision to assess**
- You are either the proponent or approved member of the proponent's party.

You can **delete** an application if:

- The application has not been submitted and is in **Draft** status.

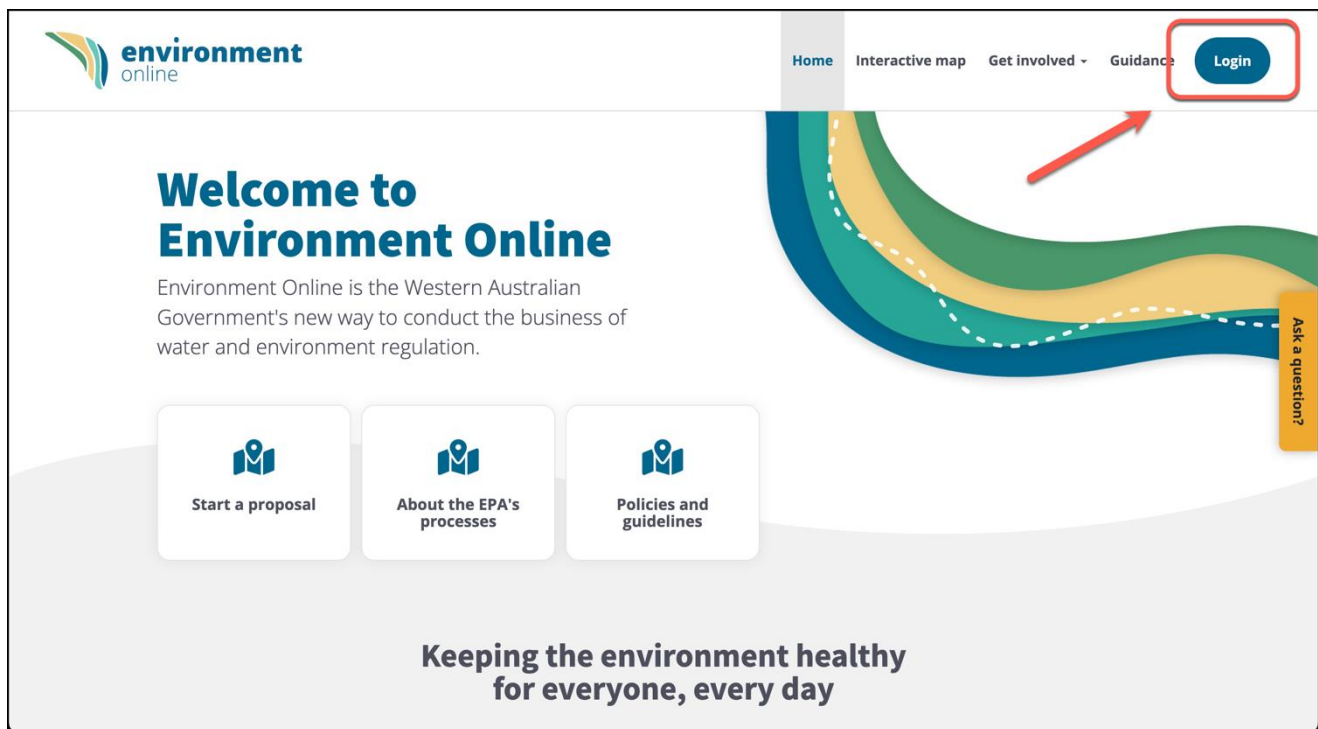
You can request to terminate an assessment if:

- The application is in **Stage 3 – Assessment**
- The assessment is in **Under Assessment** status.

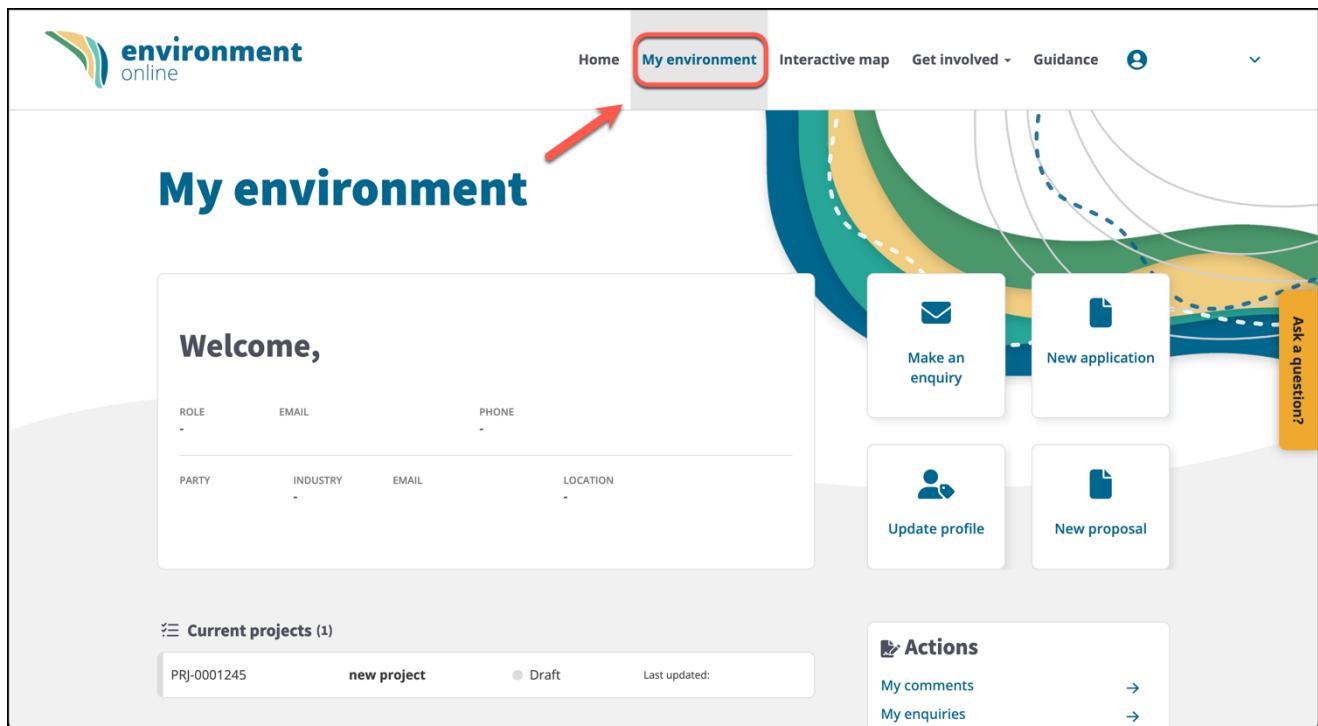
You will need to identify your application's status to determine whether you can withdraw, delete, or terminate the application.

Access the application

1. Log in to **Environment Online**



2. Navigate to **My environment** to view your current applications



3. Select the application; take note of the applications status

Tasks (12) [View all tasks](#)

Task ID	Task Description	Status	Due Date
PAY-0001706	Complete Payment for Application - APP-0002263	Not Started	Due: Not Specified
RFI-0001244	Respond to Request for Information - APP-0002263	Not Started	Due: 01 Jul 2022
ERD-0001841	Complete & Submit Environmental Review - PRO-0001770	Not Started	Due: Not Specified
APP-0002263	Complete & Submit Application - APP-0002263	In Progress (Draft)	Due: Not Specified
APP-0002263	Complete & Submit Application - APP-0002263	Completed	Due: Not Specified

Applications (2)

Application ID	Application Name	Status	Last updated
APP-0002263	APP-0002263	Submitted	20 Jun 2022, 4:48pm
APP-0002175	APP-0002175	Draft	20 Jun 2022, 4:19pm

Enquiries

No results

Ask a question?

Delete an application

1. In the Actions menu, select **Delete this application**

environment online

Home My environment Interactive map Get involved Guidance

My environment / Application summary

New project 2023

APPLICATION DASHBOARD APP-0003621 - New proposal 2023 APPLICATION TYPE Amendment

New project 2023 APP-0003621

[Edit application](#) | [Edit proposal](#)

APPLICATION SUB TYPE	LEVEL OF ASSESSMENT	STAGE
Change to proposal	N/A	Not started

STATUS Draft

SUBMITTED 23 Jan 2023

WAITING ON Environmental Review

FROM [User Icon]

TIME REMAINING N/A

PROPOSAL New proposal 2023

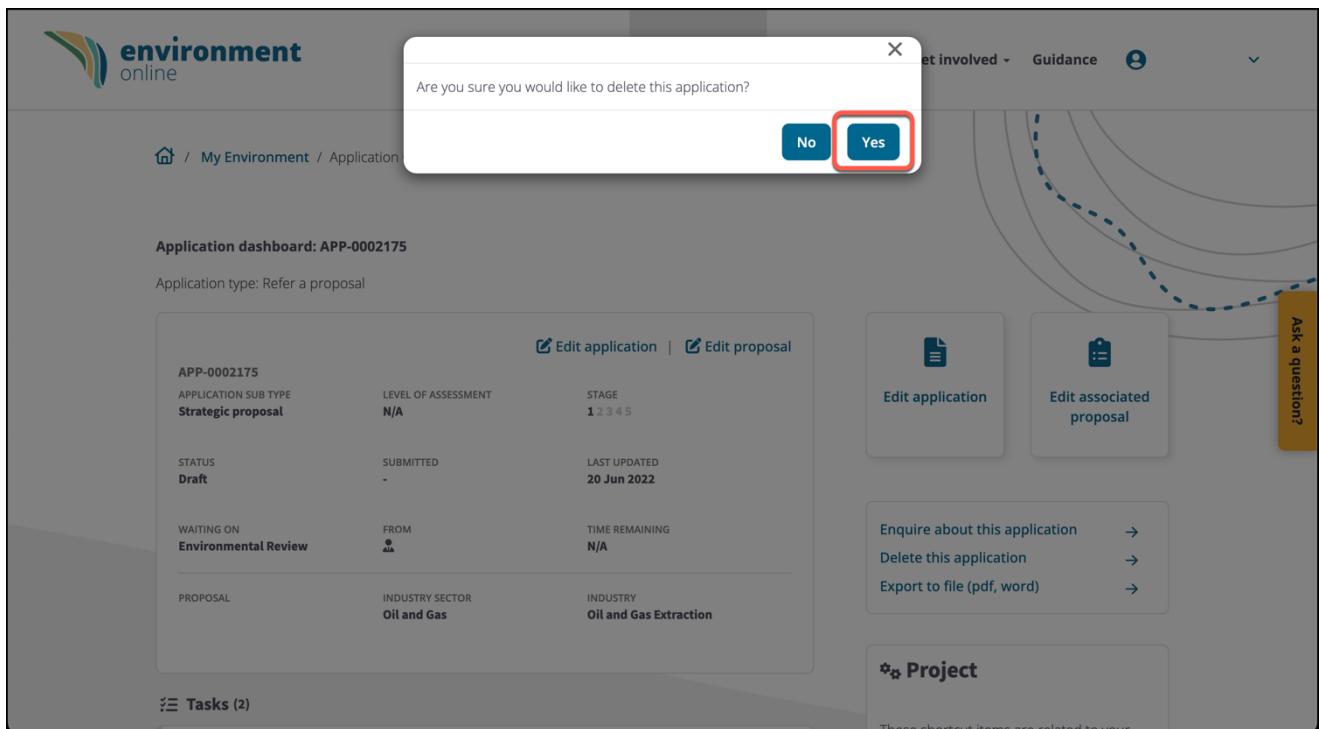
INDUSTRY SECTOR Oil and Gas Extraction

INDUSTRY Oil and Gas Extraction

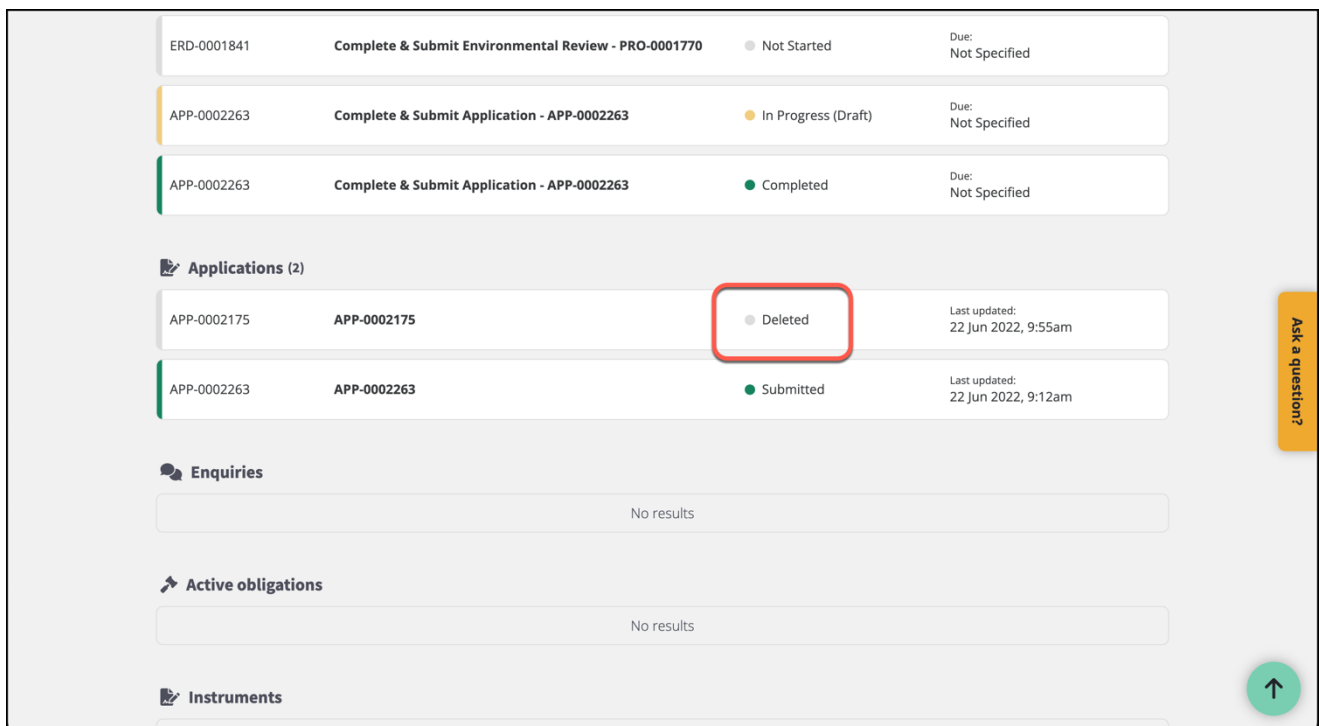
[Edit application](#) [Edit associated proposal](#)

[Delete this application](#) [Export to file \(pdf, word\)](#) [View all file exports](#)

2. In the pop-up menu: *Are you sure you would like to delete this application?* select **Yes**



3. The status of the application will change to **Deleted**.



Withdraw an application

1. After selecting the application being withdrawn, In the **Related Forms** menu, select **Withdraw an application**

Submitted
20 Jan 2023, 1:18pm

RFI-0001382
Request for Information Changed to Response Received - RFI-0001382
Response Received
20 Jan 2023, 9:39am

RFI-0001382
Request for Information Changed to Awaiting Response - RFI-0001382
Awaiting Response
20 Jan 2023, 9:34am

ESD-0001075
ESD Submitted - ESD-0001075
Submitted
20 Jan 2023, 8:43am

APP-0003614
Application Status Changed to Submitted - APP-0003614
Submitted
19 Jan 2023, 10:50am

process for subsequent applications.

DMA's →
Commonwealth approvals →

Related Forms
These are forms you may wish to use, but are not necessarily relevant for you.
[Change to proposal](#) →
[Change to proponent](#) →
[Minor & preliminary works](#) →
[Withdraw an application](#) →

Need guidance?
[How to fill in scoping form](#) →
[How to respond to public submissions](#) →
[How to submit my ERD](#) →
[How to request a refund](#) →

2. Review the pre-populated details and enter the Withdrawal Reason, then select **Request Withdrawal**

My environment / Application summary / Application Request for Withdrawal

Proposal
PRO-0003105 - Proposal 3 (Ver. 1.00)

Application Number
APP-0003614

Application Type *
Refer a proposal

Application Sub Type
Significant proposal

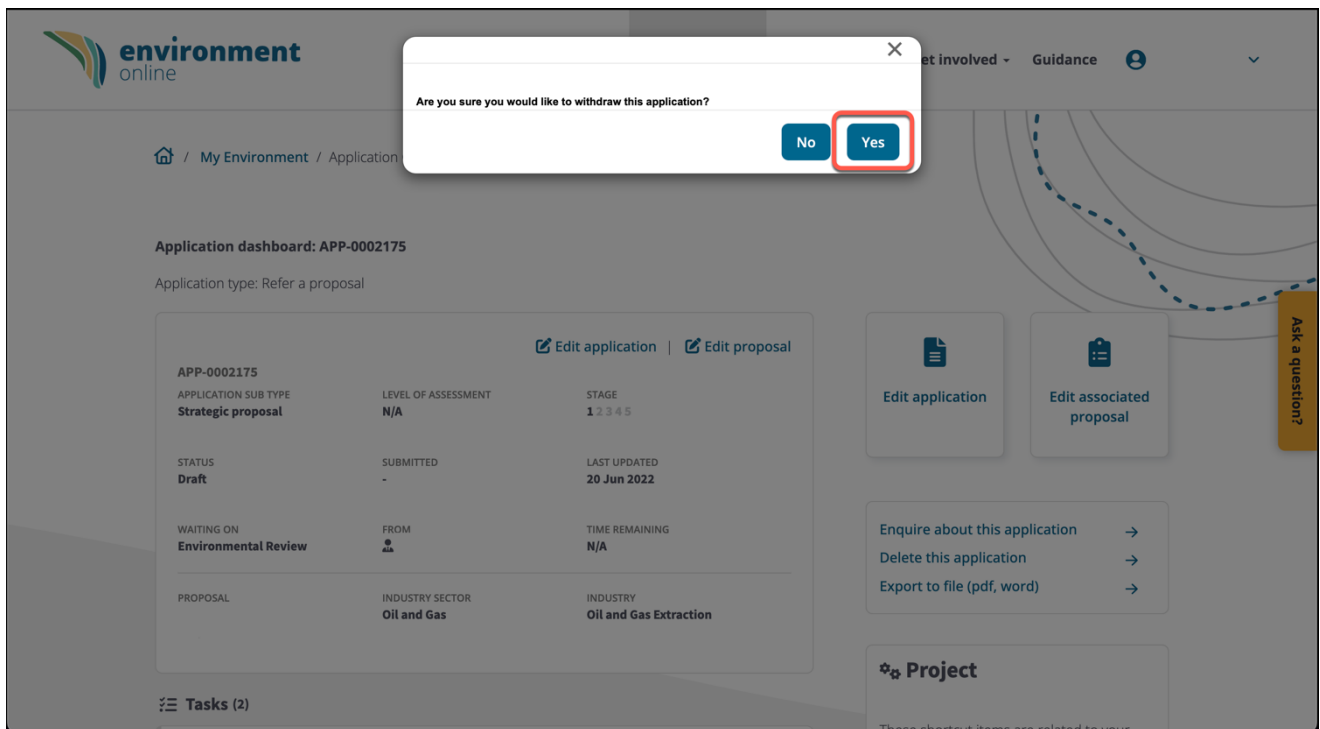
Withdrawal Reason *

Request Withdrawal

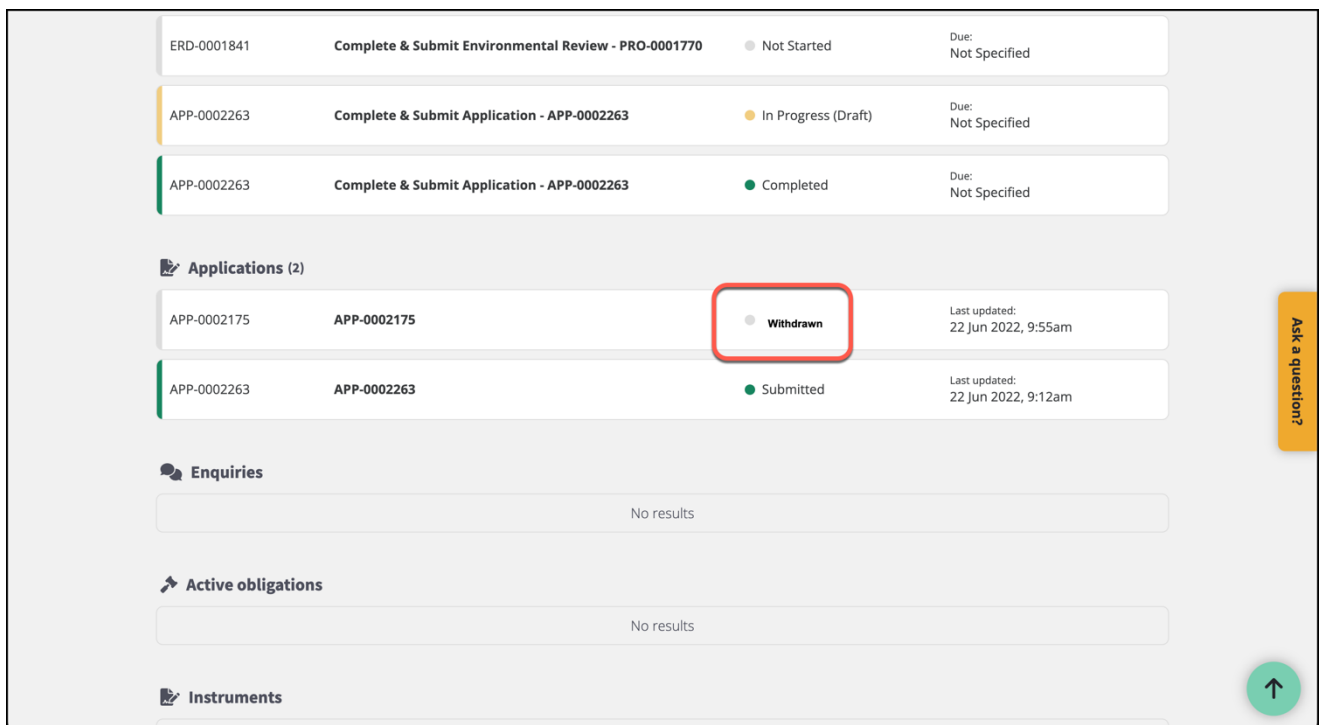
OFFICIAL

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3. In the pop-up menu: *Are you sure you would like to withdraw this application?* select **Yes**



4. The status of the application will change to **Withdrawn** and cannot be undone.



Terminate an application

The steps to terminate an assessment are the same as withdrawing an application, except the Related forms menu will include **Terminate an application**, instead of **Withdraw an application**.

Reminder: You can only terminate an application if:

- The application is in **Stage 3 – Assessment**
- The assessment is in **Under Assessment** status.

The request to terminate an application will be considered and approved by the EPA, if appropriate.

If the EPA approves the termination, the proponent and Decision Making Authorities will receive a Notice of Decision to Terminate the Assessment (s40).

