

Environment Online

Reference Guide – Change of Proponent during or after assessment

Version 3.0 current as published on 4 June 2024



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

Prerequisites

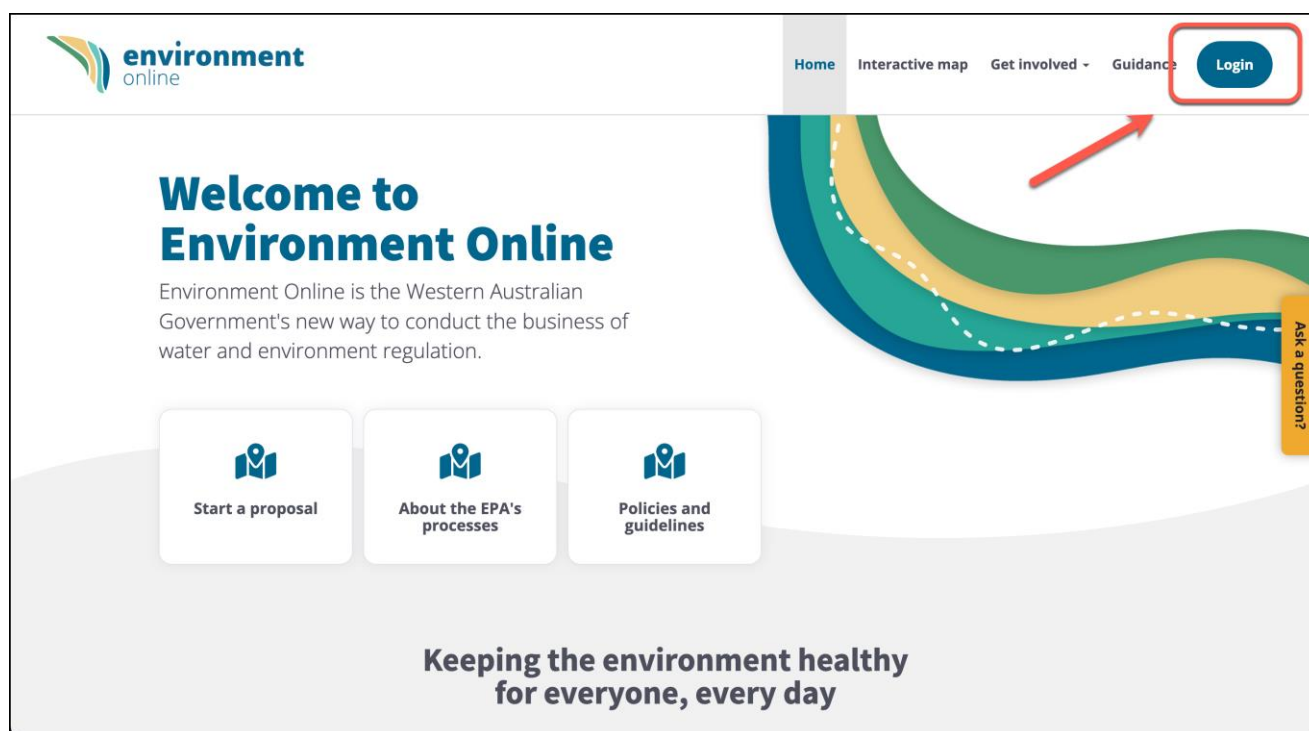
To change a proponent in Environment Online, you must be a registered individual or entity. Refer to the Get Started Guide for details on how to register.

If you are unsure what information is required, consult the knowledge database, or request a pre-application meeting. Both options are available within Environment Online.

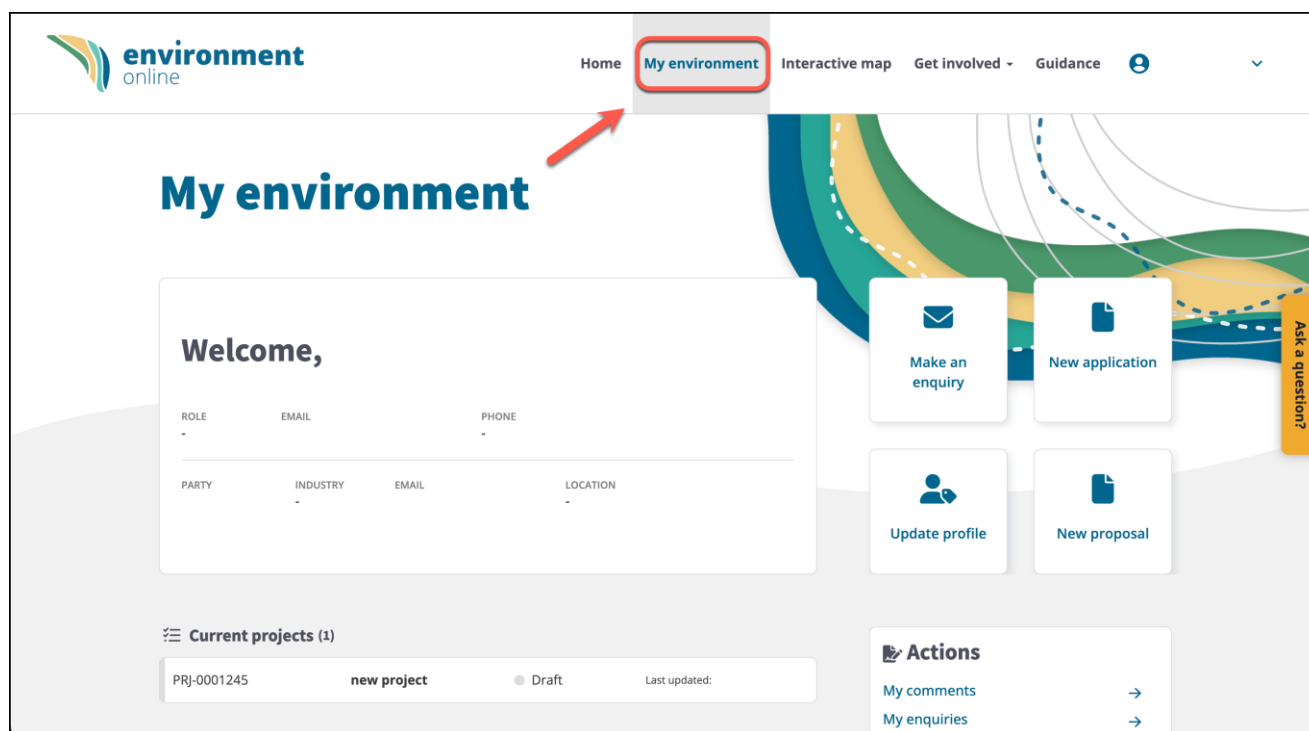
You must be logged into Environment Online to create an application.

Create an application

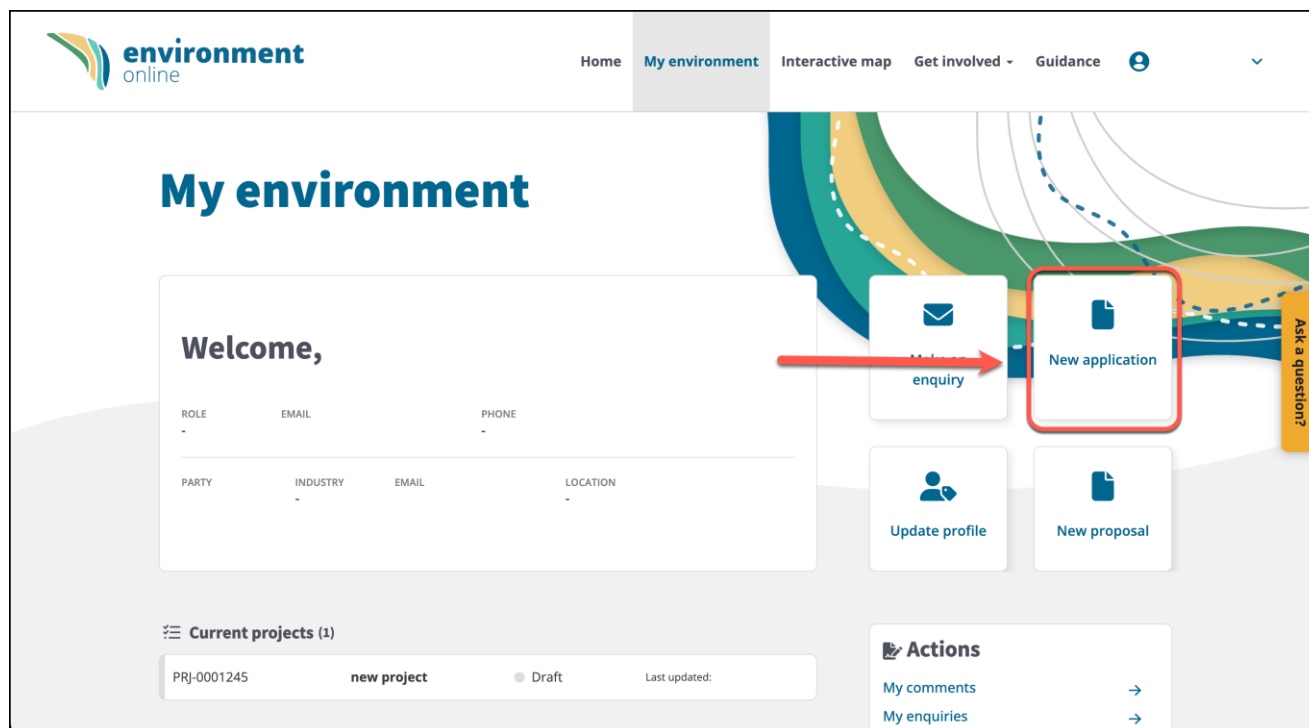
1. Login to Environment Online



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



3. Select **New application**



4. Use the drop-down menus and button selector to:
 - a. **Who do you want to submit to?** – EPA
 - b. **Who is applying?** – Proponent
 - c. **What type of application do you want to create?** - Other
 - d. **Select application type** – Nominate new proponent
 - e. **What application is this in relation to?** – Select the application this relates to.
5. Select **Start application**

environment online

Home My environment Interactive map Get involved Guidance

New application

Home / Application / New application

a Who do you want to submit to? *

EPA

b Who is applying? *

☒ Proponent ☐ Third Party ☐ Decision Making Authority

c What type of application do you want to create? *

For information about the different types of application see [link](#).

Other

d Select application type

For information about the different types of proposals see [link](#).

Nominate new proponent

e What application is this in relation to?

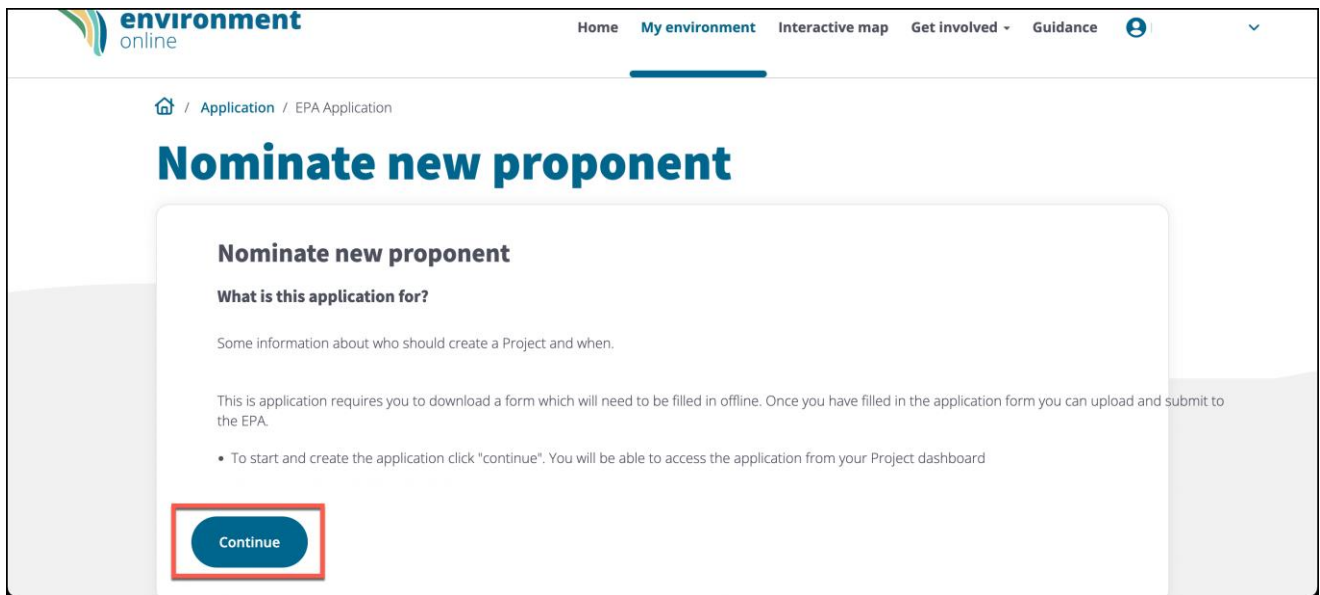
Select the application that your minor and preliminary works relates to.

APP-0001303 - A new proposal

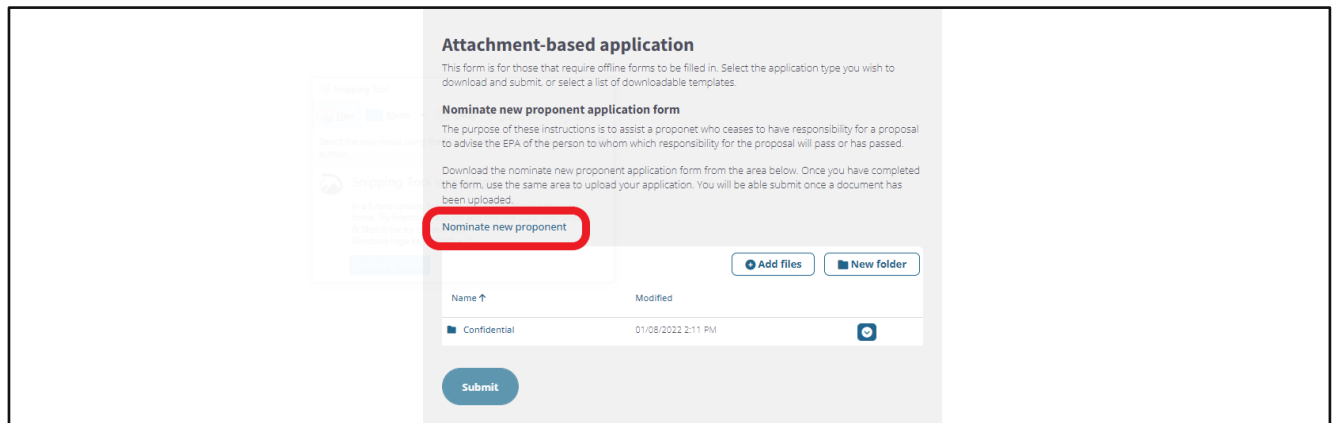
Start application

↑

6. Read the **Nominate new proponent** guidelines, then select **Continue**



7. Select **Nominate new proponent** to download the form

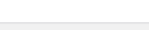


- ## Attachment-based application
- This form is for those that require offline forms to be filled in. Select the application type you wish to download and submit, or select a list of downloadable templates.
- ### Nominate new proponent application form
- The purpose of these instructions is to assist a proponent who ceases to have responsibility for a proposal to advise the EPA of the person to whom which responsibility for the proposal will pass or has passed.
- Download the nominate new proponent application form from the area below. Once you have completed the form, use the same area to upload your application. You will be able submit once a document has been uploaded.
- Add files

New folder

Name ↑	Modified
New proponent request.docx (65 KB)	24/06/2022 3:05 PM

Submit

- 

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[My environment](#)
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Thank you

 / [Application](#) / [EO - COPD - Attachmen...](#) / Thank you

Thank you. Your attachment-based application has been submitted.
 Your application reference number is **APP-0001319**

Acknowledgement of Country

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.




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