

Environment Online

How to submit an Industry Regulation application – Transfer

Reference guide

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

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1 Summary

This guide provides step-by-step instructions for users (or an authorised representative) on how to submit a **transfer application** through the Environment Online (EO) Portal.

This guide covers how to:

- Start a new **transfer** application
- Navigate through the key sections of the online form (including Instrument details, Application details and Attachments)
- Review and submit your application

2 Prerequisites

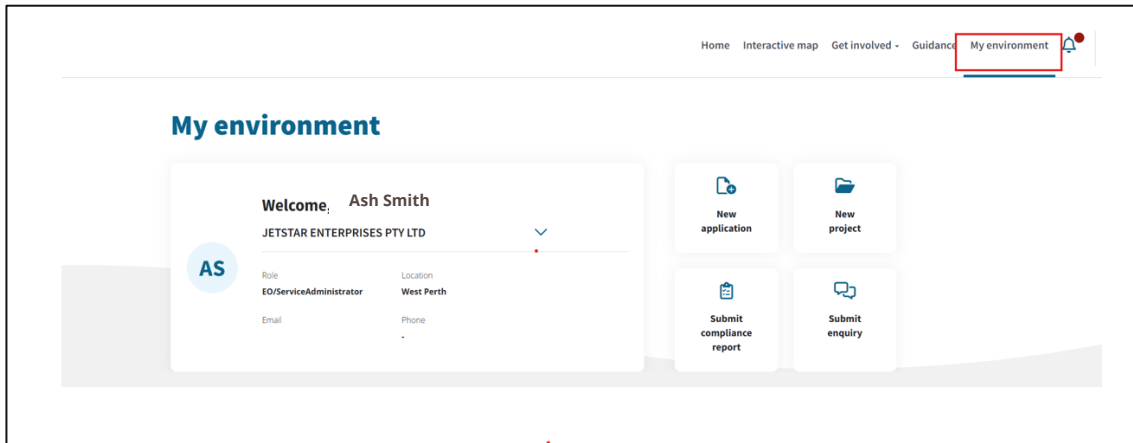
Before submitting a transfer application in EO, ensure the following:

- **EO login account:** You must be a registered EO user and logged into the correct organisation/account profile.
- **Authority to act:** If you are submitting on behalf of an organisation (e.g. as a consultant/agent), you must have delegated access granted by the organisation's Service Administrator in EO.
- **Instrument details:** You will need the instrument number for the licence or works approval being transferred (the application requires you to enter the instrument number).
- **Required form(s):** Download and complete the required transfer form referenced in EO (e.g. the *New occupier / prescribed premises history* annex or equivalent *Applicant history and declaration* form shown on the 'Before you begin' page).
- **Invoice/payment readiness:** Ensure the correct invoice details are available (and have a purchase order number ready if your organisation requires one on invoices).
- **Supporting documents ready (if applicable):** Prepare any supporting evidence relevant to your circumstances (e.g. proof of occupier status, authorisation to act, and any documents referenced in the 'Other approvals' section).

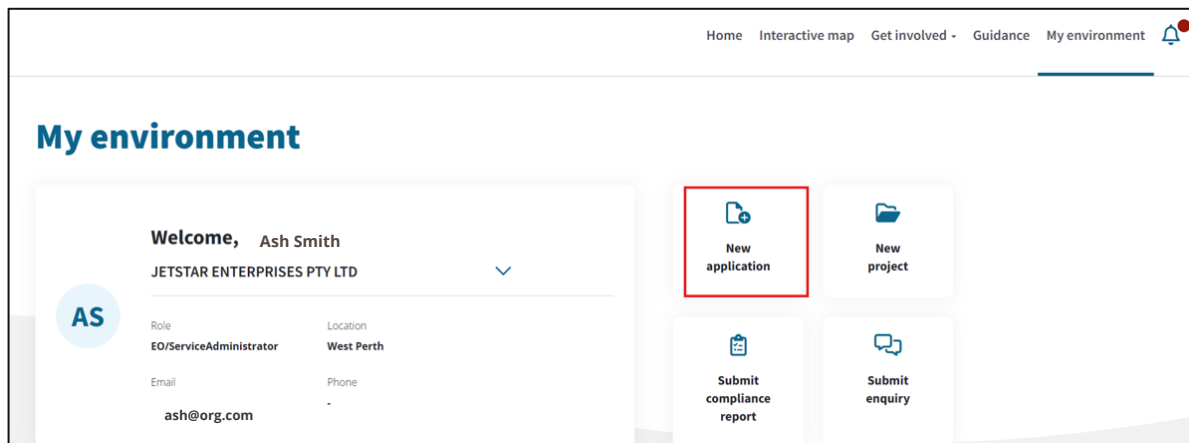
3 Start a new transfer application

After logging in to the EO Portal:

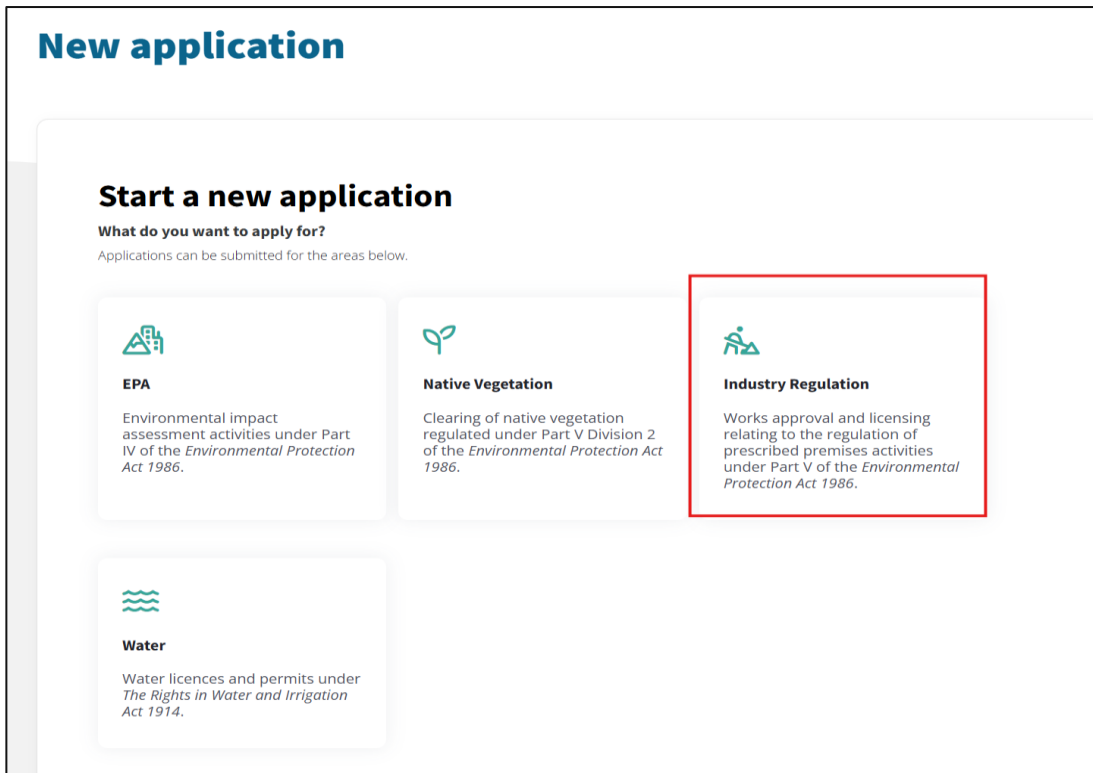
1. Go to the **My environment** dashboard.



2. Select **New application**.



3. On the business area triage screen ('Start a new application'), select **Industry Regulation**.



4. On the **Application type** screen, select the relevant application type:
- **Other - Transfer**
 - Complete the remaining fields on the page as required (e.g. activity, project, industry sector/industry), then select **Start application**.

New application

Industry Regulation

What type of application do you want to create? *
For information about the different types of applications, please refer to the [licence and works approval applications](#).

Other

Select application type *

Transfer

A transfer application is required when a new occupier takes control of a prescribed premises with an existing works approval. Only the new occupier can apply to transfer the works approval.

Select application activity *

Works Approval

Select a project *
Select the project that this application relates to. Create a new project if it does not relate to an existing project.

Default Project Create a new project

Industry sector *
Select the main industry activity/sector that most closely relates to your application.

Electricity, Gas, Water and Waste Services

Industry *
Select the main industry that primarily relates to your application.

Please Select a value...

Start application

3.1 Before you begin - Transfer

1. Read the information page to ensure you understand the process, guidelines and key considerations relevant to your application.
2. Review the eligibility and key notes provided (including who should submit the application and when).

Important: As part of this online application, you are required to download and complete the required form: *Application form annex: New Occupier of Prescribed Premises history* (link shown on the page). The form needs to be uploaded to this online application.

3. Note the fee/payment information shown.
4. When you are ready, select **Continue**. Clicking this button will start the submission process. Your submission will be automatically saved as a draft if you choose to complete it later.

Transfer of licence or works approval

When to use this form?

Use this form to apply to transfer a licence or works approval under Part V, Division 3 of the *Environmental Protection Act 1986* (EP Act). Under section 61 of the EP Act, the new occupier of a prescribed premises has 30 calendar days of becoming the occupier to apply to transfer the relevant works approval or licence.

An application to transfer a licence or works approval is not valid until becoming the new occupier of the prescribed premises and cannot be submitted by the existing instrument holder. This application should be submitted by the new occupier after taking formal occupation or control of the premises.

About the process

To complete your application, you will need to fill in the required fields in the following stepper pages, as well as download and complete the [Application form annex: New Occupier of Prescribed Premises history](#) form, uploading it along with any other supporting documents in the 'Attachments' section of this form.

Before you begin

- Review our guidelines and instructions**

Make sure you have all the background information you need to fill out the form.

[Guideline: Industry regulation guide to licensing](#)

[Procedure: Prescribed premises works approvals and licences](#)

[DWER regulatory documents](#)

[Guideline: Submit an application](#)
- Download application form**

Make sure you have the application forms you need to include in submission.

[Application form annex: New Occupier of Prescribed Premises history](#)
- A fee is required for this application**

A prescribed fee of **\$71.20** is required for the submission of this application as required under regulation 5C of the Environmental Protection (EP) Regulations.

Under regulation 5C of the EP Regulations, the prescribed fee for an application to transfer a licence or works approval is **\$71.20**. A fee unit has the monetary value as prescribed under regulation 4(5) of the EP Regulations.

Once your application is validated, the department will issue you an invoice with the correct fee. You will be required to pay the fee within 30 days of the date on the invoice.

3.2 Instrument details

This section allows you select and confirm the correct instrument for your **transfer** application.

1. In **Instrument details**, enter the full instrument number for the licence/works approval being transferred (required).
2. In **Transfer details**, provide the relevant details for the transfer (required).
3. Review the notice regarding instrument expiry and assessment timeframes (if displayed).

The screenshot shows the 'Instrument details' page. On the left, a navigation menu includes 'Instrument details', 'Contact details', 'Occupier status', 'Other approvals', 'Attachments', and 'Review and submit'. The main content area is titled 'Instrument details' and contains the following sections:

- Instrument details ***: A text input field with the instruction 'Enter the full instrument number of the instrument you are seeking to transfer e.g. L1234/2025/1'.
- Transfer details ***: A larger text area with the instruction 'Provide details of the reason for this transfer.'
- Instrument expiry and assessment**: A yellow warning box stating 'If your instrument has fewer than 90 business days remaining until its expiry date, we may not be able to assess your application before the expiry.'


At the bottom of the main content area are 'Save' and 'Next' buttons. On the right, an 'Information' sidebar contains links for 'Guidance' (Industry regulation guide to licensing, Prescribed premises works approvals and licences, DWER regulatory documents, Submit an application, Application attachments), 'Forms' (Transfer: Applicant history and declaration), and 'Fees' (Guidance on calculating application fees, Industry Regulation fees).

4. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.3 Contact details

This page may be pre-filled based on your EO Portal account and the organisation you are representing.

1. Review the **instrument holder details** shown to ensure they are correct.
2. Where fields display a magnifying glass, you can search and select a record (e.g. instrument representative or contact details).
3. Confirm the **Instrument representative** and the **Primary contact details** for the application.



APP-071 2221
Transfer
PRJ-0491556 - Default Project

Contact details

Details have been populated from your portal account and the entity you are representing where available. Please review your details to ensure they are correct and up-to-date. To update your portal account details, please make any edits then save and exit your application. Updating entity details will require service administrator access for that entity.

Instrument holder details

Review your pre-populated details to ensure they are correct and up-to-date.

Instrument holder details

Organisation	ABN	ACN
JETSTAR ENTERPRISES PTY LTD		
IARN	Email	Phone
-		90089008
Address		
West Perth WA 6005 Australia		

Instrument representative

The instrument representative is the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative user as the instrument representative.

Instrument representative

✕
🔍

Full name *

Ash Smith

Email *

ash@org.com

Phone *

Provide a telephone number

Address

Primary contact details

The primary contact is the person responsible for department enquiries related to the application (if different from the instrument representative) Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative user as the primary contact for the application.

Primary contact *

✕
🔍

Payment details

Invoice details *

Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address. To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.

Information

Guidance

- [Guideline: Industry regulation guide to...](#)
- [Procedure: Prescribed premises works and licences](#)
- [DWER regulatory documents](#)
- [Submit an application](#)
- [Application attachments](#)

Forms

- [Transfer: Applicant history and declarat...](#)

Fees

Guidance on calculating application fees

- [Industry Regulation fees](#)

Instrument details

Contact details

Occupier status

Other approvals

Attachments


Review and submit

4. In the **Payment details** section, review the invoice details and indicate whether a purchase order number is required (No/Yes).
5. If you need to select invoice details using a lookup, choose the correct record using the magnifying glass icon.

Payment details

Invoice details *

Please review your pre-populated details to ensure they are correct and up-to-date or nominate an alternative invoice address. To create a new invoice address or remove an existing one, this action must be completed by the service administrator for your entity. Please refer to the [Fees and Payments FAQ](#) for further information.



Do you need a purchase order number on your invoice?

No
Yes

Attachments

Please provide the following attachments as part of your application:

1. A current ASIC Company Extract must be provided for new instrument, registration, renewal and transfer applications. You should also provide this for amendment applications where your previous ASIC details have changed.
2. Authorisation to act as representative of the occupier letter.

For more detail on what to include, please look at [knowledge article](#).

Previous
Save
Next

6. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.4 Occupier status

In this section, confirm your relationship to the premises/instrument so the Department of Water and Environmental Regulation understands the basis of the transfer.

1. In **Occupier status**, click on the dropdown list and select the option that best describes your occupier status (for example, the most relevant category for how you occupy/operate at the premises).
2. If you are unsure which option to choose, select the option that most closely matches your current arrangement (e.g. owner/registered proprietor, lease holder, operator or other category). Once selected, check that the chosen status is displayed correctly.
3. If you need to provide proof of occupier status, you can include this in the **Attachments** section later.
4. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

APP-0712451
Transfer
PRJ-0492839 - Default Project

Occupier status

Occupier status *
Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.

Select

Attachments
Please provide the following attachments as part of your application:
1. Proof of occupier status.
For more detail on what to include, please look at [knowledge article](#).

Previous Save Next

3.5 Other approvals

This section captures whether there are any related approvals or arrangements that could affect assessment of the transfer application.

1. Review each **Yes/No** question and answer as it applies to your situation.
2. Where you select Yes, additional fields may appear. **Provide the relevant details** as clearly as possible (for example):
 - the approval/authorisation type
 - any reference numbers
 - the current status (e.g. active, pending, expired)
 - the relevant dates (if requested)
 - brief context on how it relates to the premises/instrument being transferred
3. Use clear, factual wording (short paragraphs or dot points are fine).

APP-0712215
Transfer
PRJ-0492839 - Default Project

Other approvals

Major Project and State Agreement Act
Major Project means a State Development Project, when the local Agency is the Department of Energy and Resources' Operational/development programs to which a State Agreement applies or a level 2 or 3 proposal as defined in the Department of Premier and Cabinet's Local Agency Framework.

Are the proposed activities part of a Major Project? *

No Yes

Is the premises subject to a State Agreement Act? *

No Yes

Mining proposal approvals
If required, has approval for a mining proposal been obtained? *
Refer to Mining proposal for further information.

Yes

Please provide relevant details *
Provide mining proposal number, current status (e.g., approved, pending), and any relevant approval details.

Planning and other approvals
If required, have all relevant planning approvals been obtained? *
This includes, but is not limited to approvals under local planning schemes, regional schemes, heritage approvals, and other approvals from local government or planning authorities.

Yes

Please provide relevant details *
Provide approval reference numbers, current status (e.g., approved, pending), and any relevant approval details.

Information

Guidance

- [Guidance on regulatory requirements applicable to mining](#)
- [Procedure prescribed activities works approvals and licences](#)
- [OHS regulatory documents](#)
- [Submit an application](#)
- [Application attachments](#)

Forms

- [Transfer Applicant history and occupation](#)

Fees
Guidance on calculating application fees.

- [Industry Regulation fees](#)

4. If you don't have all details immediately available, provide what you can and include a note to state that supporting documents will be provided later.
5. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.6 Attachments

Upload any required supporting documentation for your application in this section. This may include evidence needed to support the information in the **Contact details**, **proof of occupier status** and **Other approvals** sections.

1. Select **Add files** and upload all required documents, including:
 - the completed *Application form annex: New Occupier of Prescribed Premises history* form, and
 - any supporting evidence required for your circumstances.
2. Ensure each attachment meets the EO Portal requirements (e.g. individual attachments must not exceed **1GB**).
3. Only click on the **Confidential** folder if you are making a confidentiality request using the **Add files** button; otherwise upload documents normally.
4. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

APP-0712221
Transfer
PRJ-0491556 - Default Project

- Instrument details
- Contact details
- Occupier status
- Other approvals
- Attachments**
- Review and submit

Attachments

Process

Please upload supporting documentation regarding your application by clicking 'Add files' below. Individual attachments cannot exceed 1GB.

In addition to your own supporting documents, you must download and complete the relevant application form attachments and annexes from the information panel on the right. The [Applicant history and declaration](#) form must be provided for all applications. The other forms may be required depending on your proposed activities and categories of prescribed premises.

For more detail on what to include, please look at [knowledge article](#).

Commercially sensitive or confidential information

If you wish to request that the department keep any or all of this information confidential, please save a separate redacted version of this information in the folder marked 'Confidential' and provide information to support your request. Please also include the full version of this confidential information in the same folder for the departments review only.

Please note that a request for confidentiality does not automatically exempt information from disclosure. Where the department agrees that the information is confidential, the department will not publish the confidential information as part of the application form. Please note that all the information you submit may become the subject of an application for release under the Freedom of Information 1992 (WA) (FOI Act).

Attachments *
Please upload your forms and any supporting documentation related to your application.

[New folder](#) [+ Add files](#)

Name ↑	Modified
Confidential	22 minutes ago

[Previous](#) [Save](#) [Next](#)

3.7 Review and submit

The **Review and submit** page is the final step before you submit your **transfer** application. Use this page to confirm all information is correct and that you have attached the required documents.

1. Click to expand and review each section: **Instrument details**, **Contact details**, **Occupier status**, **Other approvals** and **Attachments**.
2. Select **Edit** if you need to make changes.
3. Review the **fee** information shown on the page (fee applies for the transfer application, and you will be notified when payment/invoice is issued).
4. Read the declaration(s) and confirm you are authorised to submit the application by selecting the declaration checkbox(es).
5. Select **Submit**. When prompted, confirm submission (**Important Notice**) to lodge your application.

APP-0712451
Transfer
PRJ-0492839 - Default Project

- Instrument details
- Contact details
- Occupier status
- Other approvals
- Attachments
- Review and submit**

Review and submit

Please review the information you have provided.

- Instrument details
- Contact details
- Occupier status
- Other approvals
- Attachments

Fees
A fee of **\$71.20** is required for the submission of this application. You will be notified when a payment request and invoice is issued.

Confirmation
Please complete the declaration below.

I, I , confirm that the information contained in APP-0712451 is true and correct as of today.

I have the authority to consent to the transfer of the works approval or licence (as applicable) to the new occupier, in the event of the transfer application being granted and do hereby provide that proof of consent.

I have the legal authority to act on behalf of the current holder of the works approval or licence.

Previous Save Submit

3.8 Validating application

1. The EO Portal will go through a validation process when you click **Submit**. This might take a few seconds to complete.

- If the status is marked as red, as shown in the example for the **Contact details**, **Other approvals** and **Attachments** fields, add any incomplete information by clicking on the item. This will navigate to a new tab.

Validating application

Warning Notice
After updating any incomplete sections, click 'Save' at the bottom of each edited screen before returning to the validation page.

Status	Validation summary
✓	Instrument details
✗	Contact details
✓	Occupier status
✗	Other approvals
✗	Attachments

< Return to application Revalidate

- After filling in the missing information and updating any incomplete sections, click **Save** at the bottom of each edited screen and close the open tab before returning to the validation page.
- Once done, click **Revalidate** on the validation page.

3.9 Submission confirmation

After you submit your application, a confirmation (success) page will display. This page includes your application reference number. Note this reference number for your records.

The confirmation page may also include information about next steps and indicative assessment timeframes. Timeframes can vary depending on the completeness of the information provided and whether further information is required.

4 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on [Environment Online – Get started](#).

Guidance and help materials

A wide range of related materials, resources and user guides are also available on the [Environment Online website](#). We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via [Environment Online – Support](#) and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the [Environment Online – Issues and feedback](#) by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.

