

# Environment Online

## Reference guide – submit an attachment-based application

20 June 2024



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

# Prerequisites

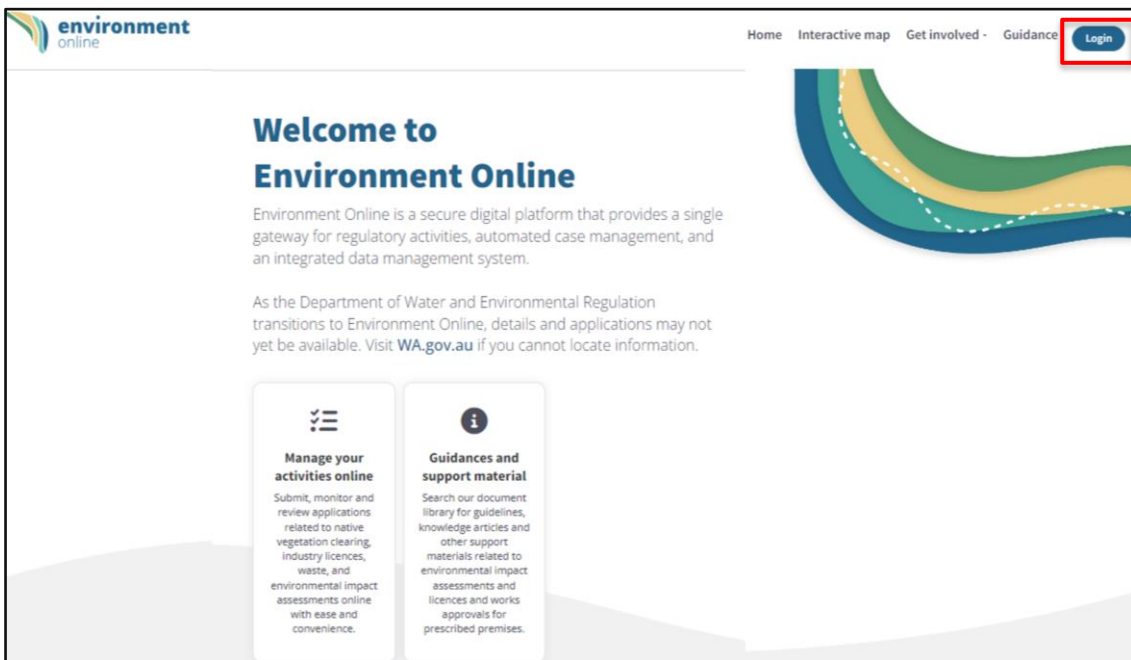
The following application types require you to download a document for completion before submission:

- s.46 – Change to condition
- s.38I – Request to nominate a new Proponent

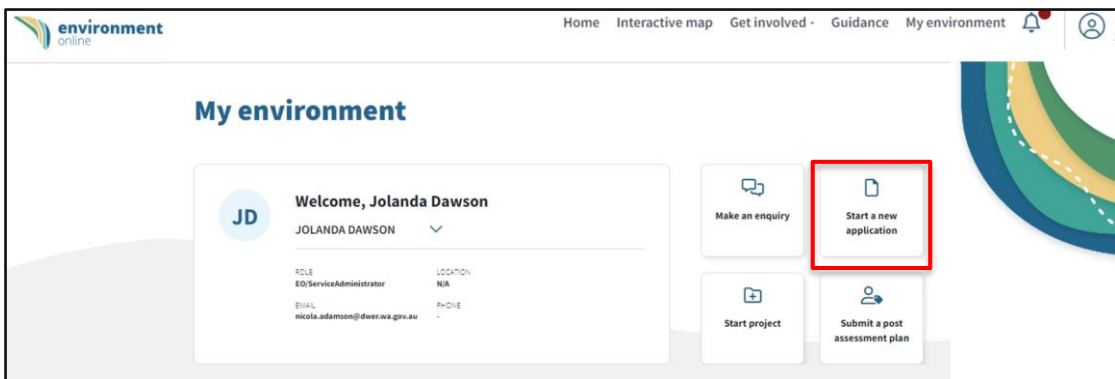
To complete this process, you must be a registered Environment Online user and logged in to the platform, using your preferred login option.

# Submit an attachment-based application

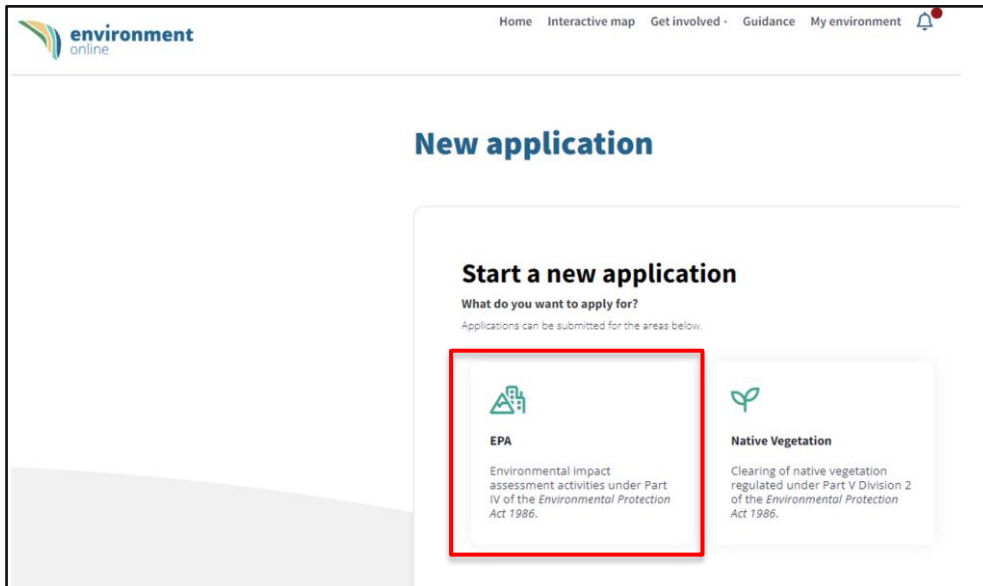
1. Log in to **Environment Online**



2. Select **Start a new application**



3. Select the **EPA** tile.



4. Select the type of application you want to create from the drop-down menu
5. Select the application type from the drop-down menu

**Note:** This example is for a **Change to condition**, which is an attachment-based application. Refer to the prerequisite list for all available attachment-based applications.

6. Select the project from the drop-down menu, or select **Create a new project**, if required
7. Select **Start application**

The screenshot shows the EPA online application interface. At the top, there is a navigation bar with the EPA logo and links for Home, Interactive map, Get involved, Guidance, and My environment. The main heading is "EPA".

**Who is applying? \***  
Any person may refer a significant proposal to the EPA, except in certain situations:  
• Only a proponent may refer a strategic proposal  
• Only a proponent or a responsible authority may refer a proposal under an assessed scheme  
• Only a responsible authority can refer a scheme or scheme amendment  
• A decision-making authority is required to refer a proposal that appears to be a significant proposal.

Proponent  
 Third Party  
 Decision Making Authority  
 Responsible Authority

**What type of application do you want to create? \***  
For information about the different types of applications and proposals, please refer to the [Environmental Impact Assessment \(Part IV Divisions 1 and 2\) Procedures Manual](#).

Amendment to Ministerial Statement

**Select application type**  
Amend condition via inquiry - s.46

**Proposal**  
The information provided in this proposal will include timeline, stages and other relevant information.

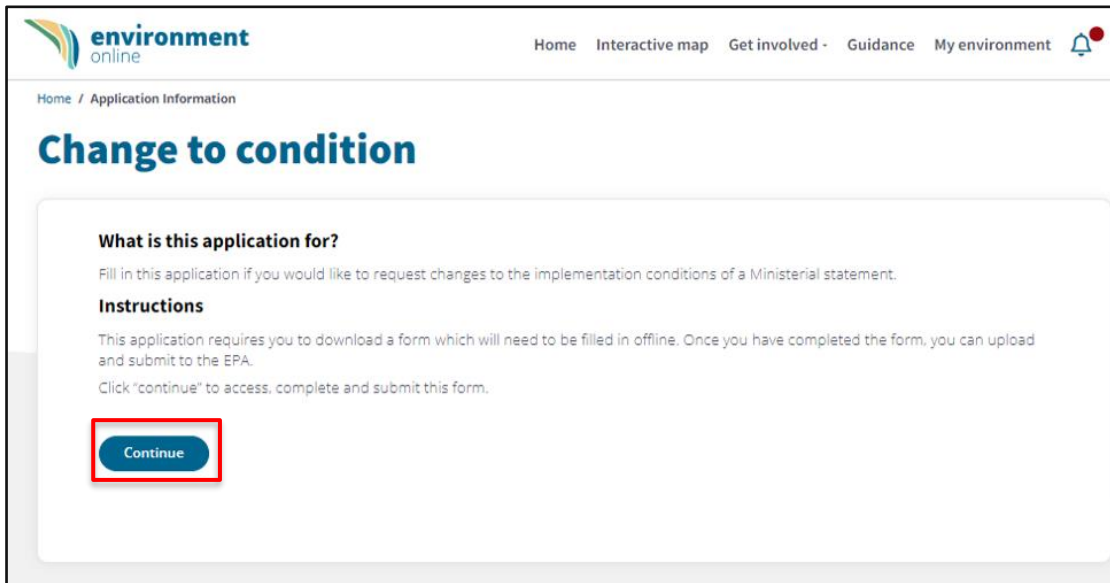
**Select a project \*** Create a new project  
Select the project that relates to this application.

Turkish Delight Project

**Start application**

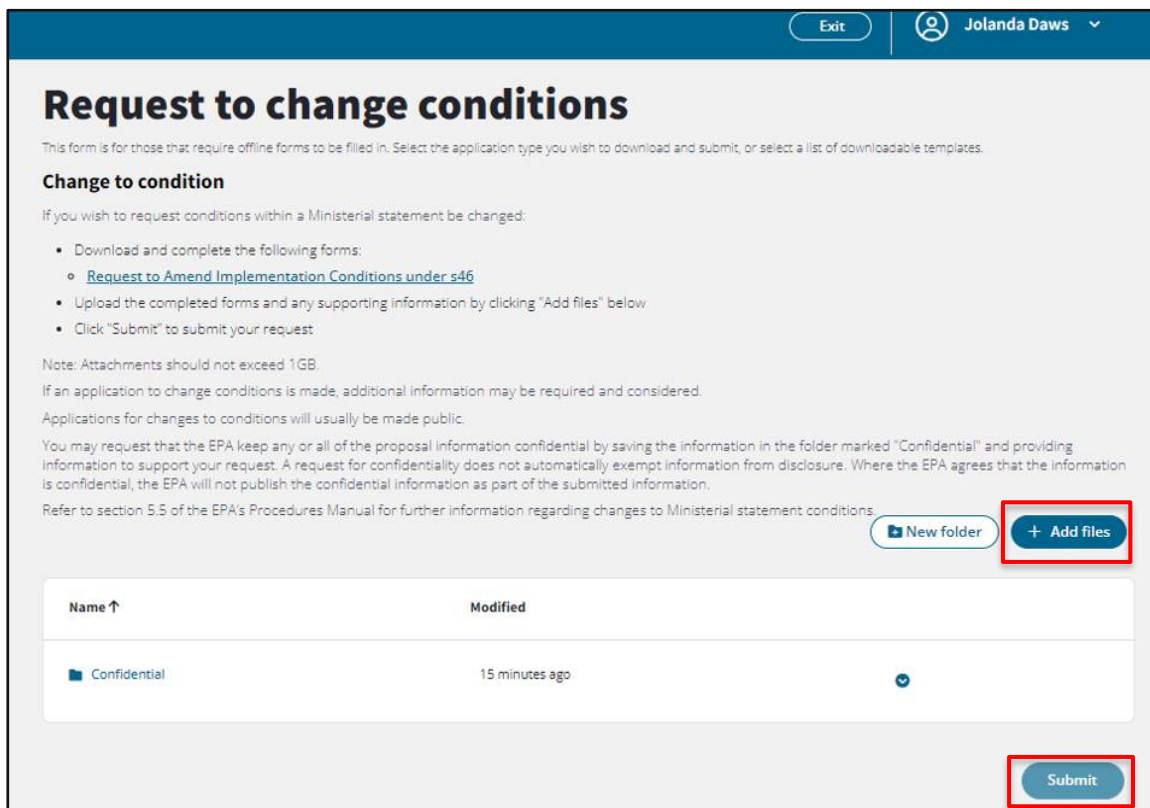
8. Review the **Change to condition** page and note the required information

9. Select **Continue**



10. In the **Attachment** step, add all supporting documentation by selecting **Add files**, then select **Submit**.

**Note:** You may request that the EPA keep any or all the proposal information confidential, please mark the folder 'confidential' to support your request.



11. The **Thank you for your referral** screen will appear when the application has been successfully submitted, take note of the **application reference number**. You will also receive a notification email.

**environment**  
online

Home My environment Interactive map Get involved ▾ Guidance ⓘ ▾

# Thank you

Home / Application / EO - COPD - Attachmen... / Thank you

Thank you. Your attachment-based application has been submitted.  
Your application reference no is **APP-0001481**

**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.

**Australian Government** **GOVERNMENT OF WESTERN AUSTRALIA**

**About**  
About site  
Contact us  
Sitemap  
Accessibility

**Quick links**  
How to appeal

**Legal**  
Terms of use  
Privacy  
Complaints

**Other services**  
Containers for change  
IMSA  
IBSA

