Request to transfer an environmental approval under the *Environment Protection Act 2019*

# Approved Form 118

# Before you fill in the form

Please complete this form to request a transfer of an environmental approval.

**Guiding notes:**

* Transfer applications made using this form must be in accordance with section 118 of the *Environment Protection Act 2019* (EP Act).
* The application to transfer an environmental approval must be made by the proposed **transferee** (the person or entity to which the environmental approval is to be transferred).
* An environmental approval cannot be transferred without the consent of the **approval holder.**
* You should familiarise yourself with the relevant sections of the EP Act, including the definition of **approval holder**.
* The **transferee application** section of this form is for the transferee to complete.
* The **consent declaration** section of this form is for the approval holder to complete.
* Both the transferee application and the approval holder consent declaration must be submitted for the request to be processed.
* Please be aware that current legislation allows for fees to be charged when submitting this form. However, currently, no fees are being charged.
* Each proposed transferee must complete [proponent declaration](https://ntepa.nt.gov.au/publications-and-advice/environmental-management) and [fit and proper person declaration](https://ntepa.nt.gov.au/publications-and-advice/environmental-management) and submit it as a **separate** attachment to this application before the current environmental approval can be transferred.
* Further guidance or example responses are provided below in light grey text.
* These guiding notes may be deleted before submitting the form and any attachments.

# Transferee application

To be completed by the transferee.

|  |  |  |  |  |  |  |  |
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| **PART A - Environmental approval details**  Provide current details of the approval to be transferred | | | | | | | |
| Environmental approval number  (environmental approval to be transferred) | | | | (e.g. EP2020/001-002) | | | |
| Approved action | | | | Action as listed in the current environmental approval | | | |
| **Current approval holder** | | | | (person or name of business) | | | |
| **PART B – Transfer reason**  Provide information in relation to the transfer of the environmental approval. | | | | | | | |
| Provide a brief explanation for the reason(s) for making this transfer request. | | | | |  | | |
| **PART C – Particulars of proposed transferee/s** – incoming approval holder/s  In the case of multiple parties please attach a separate sheet showing the below details. | | | | | | | |
| **Transferee one** | | | | | | | |
| **Proposed transferee name** | | |  | | | | |
| **Details of entity** | | | ABN:  ACN:  Registered business address:  Postal address:  Email:  Mobile: | | | | |
| **Interest to be held** | | | % | | | | |
| **Transferee profile**  **(Brief overview of transferee)** | | |  | | | | |
| **Nomination of contact person for proposed transferee one** – incoming approval holder one. | | | | | | | |
| **Nominated contact details for correspondence about this application.**  If there is more than one person or entity, include their details as an attachment. | | | | Name:  Registered business address:  Postal address:  Email:  Mobile: | | | |
| **Transferee two (if applicable)** | | | | | | | |
| **Proposed transferee name** | | |  | | | | |
| **Details of entity** | | | ABN:  ACN:  Registered business address:  Postal address:  Email:  Mobile: | | | | |
| **Interest to be held** | | | % | | | | |
| **Transferee profile**  **(Brief overview of transferee)** | | |  | | | | |
| **Nomination of contact person for proposed transferee two (if applicable)** – incoming approval holder two. | | | | | | | |
| **Nominated contact details for correspondence about this application.**  If there is more than one person or entity, include their details as an attachment. | | | | Name:  Registered business address:  Postal address:  Email:  Mobile: | | | |
| **PART D – Other forms** | | | | | | | |
| Does the proposed transferee want to treat any part of the information in this application as confidential under section 281(2) of the EP Act? | | | | | | Yes  No  If yes, provide an [application](https://ntepa.nt.gov.au/publications-and-advice/environmental-management) in accordance with regulation 271 of the Environment Protection Regulations 2020 and submit it as a **separate** attachment to this application. | |
| Is the completed [proponent declaration](https://ntepa.nt.gov.au/publications-and-advice/environmental-management) and [fit and proper person declaration](https://ntepa.nt.gov.au/publications-and-advice/environmental-management) attached to this application? | | | | | | Yes  No | |
| **PART E – Transferee declaration**  This form must include the declaration signed by the transferee, or where the transferee is a body corporate, the Chief Executive Officer (CEO), duly authorised delegate or other person with authority to make this declaration on behalf of the transferee. | | | | | | | |
| I, the undersigned, hereby declare that:   1. The information provided in this application and accompanying document(s) is, to the best of my knowledge, true and correct. 2. I understand that it is an offence to provide false and misleading information under section 260 of the EP Act. | | | | | | | |
| Name: (print) | |  | | | | **Signature:** |  |
| **Contact Details:** | | Position:  Organisation:  Phone:  Email:  Postal address: | | | | **Date:** |  |
| **Seal (if signing under seal)** |  |
| **Version control** | | | | | | | |
| **Version:** | | | | | **1.0** | | |
| **Date form approved:** | | | | | **28 January 2025** | | |
| **Approved by** | | | | | **Executive Director Environment Regulation** | | |
| End of form | | | | | | |

# How to submit

Email your completed form to Environment Regulation, Department of Lands, Planning and Environment (DLPE) at [environmentalregulation@nt.gov.au](mailto:environmentalregulation@nt.gov.au)

# Further information

For further information, contact Environment Regulation, DLPE at [environmentalregulation@nt.gov.au](mailto:atenvironmentalregulation@nt.gov.au) or phone 08 8924 4218.

# Collection notice

**Purpose:** The purpose for the collection of information using this form is to provide the Environment Regulator, NT EPA or Minister (as the case requires) with the relevant information needed to administer the *Environment Protection Act 2019*.

**Failure to collect information:** If the DLPE does not collect this information, then this request to amend your environmental approval cannot be considered.

**Who is collecting the information:** The information is collected by the DLPE, who provide services to the NT EPA/Minister.

**Who to contact for more information:** The [DLPE Privacy Policy](https://environment.nt.gov.au/consultations-decisions-policies/privacy-policy) sets out how you can access and/or correct your personal information and how you can make a complaint if you feel we have not complied with the [*Privacy Act 1988*](https://www.legislation.gov.au/Details/C2014C00076).

All enquiries about access, correction or to make a complaint should be directed to the Privacy Officer on (08) 8999 4410 business days, 8.00am - 4.21pm or write to PO Box 496, Palmerston, NT 0831 or email [strategicservices.dlpe@nt.gov.au](mailto:strategicservices.dlpe@nt.gov.au)

**Privacy:** If you have any questions about how your personal information will be handled or would like to gain access to your personal information, you can contact Environment Division within the Department of Lands, Planning and Environment. For more information, read our privacy policy.[[1]](#footnote-2)

Consent declaration

To be completed by the approval holder.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART F – Consent declaration**  This form must include the declaration signed by the current approval holder, or where the approval holder is an organisation or business, the Chief Executive Officer (CEO) or duly authorised delegate within the approval holder company. | | | | |
| I, the undersigned, hereby declare that:   * The information provided in this application and accompanying document(s) is, to the best of my knowledge, true and correct. * I understand that it is an offence to provide false and misleading information under section 260 of the EP Act. | | | | |
| Environmental approval number | | | (e.g. EP2020/001-002) | |
| **Declaration of approval holder one** | | | | |
| Name: (print) |  | **Signature:** | |  |
| **Contact Details:** | *Position:*  *Organisation:*  *Phone:*  *Email:*  *Postal address:* | **Date:** | |  |
| **Seal (if signing under seal)** | |  |
| **Declaration of approval holder two (if applicable)** | | | | |
| Name: (print) |  | **Signature:** | |  |
| **Contact Details:** | *Position:*  *Organisation:*  *Phone:*  *Email:*  *Postal address:* | **Date:** | |  |
| **Seal (if signing under seal)** | |  |

1. https://environment.nt.gov.au/consultations-decisions-policies/privacy-policy [↑](#footnote-ref-2)