

## Background

The discontinuing of a development application is available after 6 months and where a task for action is outstanding with the applicant, primary contact and/or invoice contact. Includes:

- Make payment of lodgement fee advice, and
- Respond to request for mandatory documentation.

A request can be sent either by email or post to the applicant and primary contact and they are given 10 business days to advise keeping the application active or to discontinue. When 10 business has lapsed, the relevant authority receives a task to proceed with discontinuing the development application.

Tracking discontinue requests is managed through the Discontinued Report available from the DAP Reports menu.

### **Can the discontinued development application be found in either the Assessments or application dashboards?**

No. A discontinued development application is removed from Your Assessments dashboard for relevant authorities and My Applications for applicants but does remain searchable.

### **Can an outstanding task be completed with a request to discontinue?**

Yes. The applicant, primary contact and/or invoice contact can respond to the documentation request or pay the outstanding lodgement fee advice. This will cancel the request to discontinue and resume verification or lodge the development application.

### **Are the outstanding tasks cancelled on discontinuing a development application?**

Yes. On discontinuing a development application any outstanding tasks i.e. Make payment or respond to request for documentation are cancelled and an event history is created recording the cancellation.

### **Can I repeat the discontinue request when no response has been received?**

Yes. Another discontinue request can be initiated prior to the 10 business days timeframe to respond.

## Included instructions

- [Request development application discontinuation](#)
- [Review response to discontinue application](#)
- [Discontinue development application event history](#)
- [DAP Discontinued Applications Report](#)

## Request development application discontinuation

1. Click **Related Actions** in the displayed Application Summary page.
2. Click **Discontinue Application**.

### Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Event History Sharing access Inspection Operative Dates **Related Actions**

- Upload Documents**  
Upload documents associated with consents for the DAP.
- Withdraw Application**  
Withdraw the application at the request of the applicant.
- Discontinue Application**  
Notify the applicant that the application will be 'discontinued' should no response be received.

### Email method of communication

The **Discontinue Application** displays with ability to record notes and upload documentation.

3. Enter **notes to discontinue application** (mandatory). The note is for internal purposes only and recorded in the event history record 'Discontinue application request submitted'.

#### Discontinue Application ID 21001111

**Notes to Discontinue application \***

A request for documentation was requested 6 months ago and we've not received a response to our requests. To continue with your application please provide the documentation we requested.

186/4000

### Post method of communication

Where the applicant and/or primary contacts preferred method is post the **Discontinue Application** pages shows additional fields distribution date, contacts requiring postal correspondence and link to download template letter 'Intent to Discontinue'.

4. Manually enter the letter distribution date or select from the calendar.

**Distribution Date \***

28/11/2024

**Contacts requiring Postal Correspondence**

Contact Type	Name	Address	Phone
Primary Contact	Miss Penny Public	83 PIRIE STREET ADELAIDE SA 5000	1300 100 222

Download Templated 'Intent to Discontinue' Letter

- The **Contacts requiring postal correspondence** shows the contacts who are to receive the *Intent to Discontinue* letter.
- Download the letter template.

Distribution Date ⓘ\*

28/11/2024 📅

### Contacts requiring Postal Correspondence

Contact Type	Name	Address	Phone
Primary Contact	Miss Penny Public	83 PIRIE STREET ADELAIDE SA 5000	1300 100 222

Download [Templated 'Intent to Discontinue' Letter](#)

- Open the letter to print and then close the letter.

The letter signatory is the relevant authority of the current consent.

AutoSave On

Intent to Discontinue Letter - Application... S... • Saved

File Home Insert Draw Design Layout References Mailings Review View Help DM DIT templates

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

PlanSA

28/11/2024

Miss Penny Public  
83 PIRIE STREET  
ADELAIDE SA 5000

**Inactive application – intent to discontinue**

Applicant: Joe Public  
Application ID: 23000128  
Proposed Development: CP TESTING 1701 A  
Subject Land:  
500 LOWER NORTH EAST RD CAMPBELLTOWN SA 5074  
Title ref.: CT 5848/822 Plan Parcel: D56950 AE1 Council: CAMPBELLTOWN CITY COUNCIL

Dear Sir/Madam,

Application 23000128 is currently inactive and requires action from the applicant.

Outstanding application tasks include:

- Make Payment

Please log in to the Development Application Processing system (DAP) to access your application and respond to the task marked 'for your action'.

If no response is received within **10 business days**, your application will be discontinued. A discontinued application cannot be re-activated and you will need to submit a new application if you wish to progress the development.

Please contact the relevant authority using the details below if you have any questions or have actioned the outstanding task.



Yours sincerely,

City of  
08 888 1111

Page 1 of 1 155 words Text Predictions: On Focus 100%

8. Upload the letter as evidence into the application document store, including other supporting documentation.
9. Click CONFIRM.

Download Templated 'Intent to Discontinue' Letter

Document	Document Category	Document Type	Type Description
 Intent to Discontin... DOCX - 91.65 KB	Other	Further Information	Letter to discontinued <span>✕</span>
<b>UPLOAD</b>  Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

**CANCEL** **CONFIRM**

10. Confirmation of the submission displays. Click **OK** to close the message.

Summary Documents Event History Sharing access Inspection Operative Dates **Related Actions**


Your Intent to Discontinue request for application #21001111 has been submitted

**OK**

The **Related Actions** page displays with the Discontinued Application option removed.

## Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Event History Sharing access Inspection Operative Dates **Related Actions**

 **Upload Documents**  
Upload documents associated with consents for the DAP.

 **Withdraw Application**  
Withdraw the application at the request of the applicant.

## Record the letter distributed date

The **distributed date** provided in the Discontinue Application request is only for the DAP Report - Discontinued Applications Report. To record a distribution date on the uploaded letter this is performed separately within the applications document store.

1. Click **Documents** tab.

2. Click on the document to view more details, includes the date distributed.
3. Manually enter the letter distribution date or select from the calendar.

The date displays in the document **Date Distributed** column.

Document	Type	Date Created	Date Distributed	Superseded	Internal to Org	Visible to Applicant	Edit
* IntentToDiscontinueLetter-Application230001282-572180.docx	Further Information	28 Nov 2024 15:52	28 Nov 2024			<input checked="" type="checkbox"/>	

4. Click **UPDATE DOCUMENTS** to save changes.



How to...

## Initiate and discontinue a submitted development application



Government of South Australia  
Department for Housing  
and Urban Development



Version 1.0

An email with subject 'Inactive Application' is sent to the applicant and primary contact and a copy sent to the relevant authority organisation email and/or allocated assessor.

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Inactive Application – Application ID 21001111

Applicant: jijo j

Address: BAKER ST BORDERTOWN SA 5268



This email is to advise that application 21001111 is currently inactive and requires action from the applicant.

Outstanding application tasks include:

- Provide mandatory documentation

Please use the link below to access your application and respond to the task marked 'A response to intent to discontinue application is required'.

View the [Development Application](#).

**Important:** If no response is received within **10 business days**, your application will be 'discontinued'. A discontinued application cannot be re-activated and if you wish to progress the development you will need to submit a new application.

*Please contact the relevant authority using the details below if you have any questions or if you have actioned the outstanding task.*

Regards,

## Applicant's View

Available to the relevant authority from the Application Summary page is the ability to view the Actions required by the applicant, this includes the tasks outstanding (e.g. Make Payment) and the task 'A response to intent to discontinue application is required'.

As required, the relevant authority can respond on behalf-of the applicant and/or primary contact.

> Submission details

> Planning Information

> Zoning information

▼ Applicant's view

### Actions required

Provide mandatory documentation for Planning Consent This request for mandatory documentation has been made in relation to the Planning Consent

A response to intent to discontinue application is required

### Status detail

<b>Planning consent</b>	Assessment in progress	▼
Verification	Checking submission	
Information Required	Mandatory information required	
<b>Building consent</b>	Pending assessment	
<b>Development approval</b>	Pending approval of all consents	
<b>Development application</b>	Pending approval of all consents	
<b>Land Division Certificate</b>		

## Review response to discontinue application

Email notification 'Review response to discontinue' is received to inform a response sent with the applicants Yes or No response. This is received by the organisation email and/or the allocated assessor's email.

### Review response to discontinue Application ID 21001111

Applicant: jijo j

Address: BAKER ST BORDERTOWN SA 5268



A 'discontinue application task' is in progress for Application 21001111.

The applicant has provided the following response to the question 'do you wish to continue with your development application' :

- Yes

Applicant Comments: Have been waiting for a report. anticipate delivery in 2 weeks.

Use the following link to the application and complete the 'review response to discontinued application' task.

View the [Development Application](#).

1. An action 'Review response to discontinued application' is created and available in the For Your Action tab.

FOR YOUR ACTION (180)	ASSESSMENT IN PROGRESS (198)	WAITING (134)	UPCOMING (81)	COMPLETED (704)	BUILDING NOTIFICATIONS (15)	RECTIFICATION NOTIFICATIONS (0)
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#### For your action

Assigned to me only  Assigned to my council only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
21001111	J Jijo	3 BAKER ST BORDERTOWN SA 5268	Single storey dwelling		Review Response to discontinued application	—	🕒 -



The **Development application Summary** page displays with action 'Review Response to Discontinued application'.

## Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Event History Sharing access Inspection Operative Dates Related Actions

**This application currently requires 1 action**

- [Review Response to discontinued application](#)

**Application Status:** Submitted  
**Fees Outstanding:** No  
**Development Location(s):** 3 BAKER ST BORDERTOWN SA 5268  
**Title Ref:** CT 5542/966 **Plan Parcel:** D1289 AL258  
**Additional Location Information:** Council: Tatiara Dc

The **Assessment Status** for the consent will continue to show the status for example Awaiting Mandatory Documentation and once the applicant confirms discontinue the development application the status will then update to 'discontinued'.

Assessment status				
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
▶ Planning Consent	Assessment panel/Assessment manager at District Council of Tatiara	Type to select the user	Awaiting Mandatory Documentation	
Building Consent	District Council of Tatiara	Type to select the user	Awaiting Precursor Consent	
Development Approval for: Planning Consent Building Consent	District Council of Tatiara	No assessor assigned <a href="#">Edit</a>	Awaiting Precursor Consent	

[View team workload](#) [Help for this section](#) [SAVE USER ALLOCATION](#)

- Click on **Review Response to discontinued application** hyperlink to open the applicant's response.

## Applicant advises to continue with the development application

The **Review Response to Discontinued Application** page displays with the applicant's Yes response and reason for continuing with the application.

- Click **No** to discontinuing the application.

### Review Response To Discontinued Application

**Applicant's Response**

Do you wish to continue with your development application?	Reason
Yes	Have been waiting for a report, anticipate delivery in 2 weeks

**Proceed with Discontinuing Development Application? \***

Yes

No

4. Provide a **comment** (optional).
5. Click **CONFIRM AND SUBMIT** to complete.

## Review Response To Discontinued Application

Applicant's Response	
Do you wish to continue with your development application?	Reason
Yes	need more time

Proceed with Discontinuing Development Application? \*


Yes

No

Comments

Applicant will complete outstanding actions.

44/4000

Document	Document Category	Document Type
<input type="button" value="UPLOAD"/>  Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL

CONFIRM AND SUBMIT

## Applicant advises to discontinue the development application

The **Review Response to Discontinued Application** displays with the applicant's No response to continue with the development application.

### Review Response To Discontinued Application

Applicant's Response

<b>Do you wish to continue with your development application?</b>	<b>Reason</b>
No	No reason provided

**Proceed with Discontinuing Development Application?\***

Yes

No

**Comments**

1. Select **Yes** to proceed with discontinuing the development application.
2. Provide any **comments**, these are optional.
3. Upload **supporting documentation**, this may include the applicants response received in the post or in-person.
4. Click CONFIRM AND SUBMIT.

### Review Response To Discontinued Application

Applicant's Response

<b>Do you wish to continue with your development application?</b>	<b>Reason</b>
No	No reason provided

**Proceed with Discontinuing Development Application?\***

Yes

No

**Warning:** A 'discontinued' application cannot be re-activated and if you wish to progress the development you will need to submit a new application.

**Comments**

Providing a comment is optional 31/4000

Document	Document Category	Document Type	Type Description
Additional ... DOCX - 21.8...	Other	Other Documents	Applicant response
<b>UPLOAD</b> Drop files here	--- Select One ---	--- Select One ---	

**Note:** You may select multiple documents to upload simultaneously.

CANCEL
CONFIRM AND SUBMIT

The development application summary page displays and the [Development Application Discontinued](#).

## No response received - 10 business days to response has expired

When 10 business days has lapsed, and no applicant response received an action is automatically created 'Review response to discontinued application' and an email with subject 'Review response to discontinue' is sent to the organisation email and allocated assessors' email (as applicable).

Review response to discontinue Application ID 23000033

Applicant: Cindy P

Address: LOWER NORTH EAST RD CAMPBELLTOWN SA 5074



A 'discontinue application task' is in progress for Application 23000033.

The applicant has provided the following response to the question 'do you wish to continue with your development application' :

- No Response

Use the following link to the application and complete the 'review response to discontinued application' task.

View the [Development Application](#).

The relevant authority for the active consent has an action 'Review response to discontinue application' in the For Your Action dashboard.

1. Click on **ID** of development application to view.

FOR YOUR ACTION (463) ASSESSMENT IN PROGRESS (395) WAITING (236) UPCOMING (135) COMPLETED (616) BUILDING NOTIFICATIONS (190) RECTIFICATION NOTIFICATIONS (1)

**For your action**

Assigned to me only

ID	Owner	Location	Nature of Development	Lodged	Action	Who	Days
23000033	CP	500 LOWER NORTH EAST RD CAMPBELLTOWN SA 5074	CP testing the change ownership 4042		Review Response to discontinued application		⌚ -

2. Click on task hyperlink 'Review Response to discontinued application' to open.

Summary Documents Event History Sharing access Inspection Operative Dates Related Actions

This application currently requires 1 action

- Review Response to discontinued application

Application Status: Submitted  
Fees Outstanding: No

The **Review Response to Discontinued Application** page shows with the Applicant's Response section showing 'No Response'.

3. Click **Yes** to discontinue the development application.
4. Provide a **comment** (optional).
5. As required, upload any supporting documentation.
6. Click CONFIRM AND SUBMIT.

## Review Response To Discontinued Application

Applicant's Response

Do you wish to continue with your development application?	Reason
No Response	No reason provided

Proceed with Discontinuing Development Application? \*

Yes  
 No

**Warning:** A 'discontinued' application cannot be re-activated and if you wish to progress the development you will need to submit a new application.

Comments

Provide details of why discontinuing the application. 53/4000

Document	Document Category	Document Type
UPLOAD  Drop files here	--- Select One ---	--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL CONFIRM AND SUBMIT

The development application summary page displays and the [Development application discontinued](#).



## Development application discontinued

An email with subject 'Application Discontinued' is sent to the applicant and primary contact and a copy sent to the relevant authority and allocated assessor (if allocated).



The development application summary page shows with 'Discontinued' as the application status.

## Development application - 21001111: Baker St Bordertown SA 5268

Summary Documents Event History Sharing access Inspection Operative Dates Related Actions

**Application Status:** Discontinued  
**Fees Outstanding:** No  
**Development Location(s)**  
 3 BAKER ST BORDERTOWN SA 5268  
**Title Ref:** CT 5542/966 **Plan Parcel:** D1289 AL258  
**Additional Location Information:**  
**Council:** Tatiara Dc

How to...

# Initiate and discontinue a submitted development application



On discontinuing the development application any outstanding actions in the **Applicant's view** are now cancelled and replaced with a message 'There is currently no action required' and 'Discontinued' is the new status of each consent and development approval.

> Submission details

> Planning Information

> Zoning information

▼ Applicant's view

[Help for this section](#)

There is currently no action required

Status detail	
Planning consent	Discontinued
Development approval	Discontinued
Development application	Discontinued
Land Division Certificate	

## DAP Discontinued Applications Report

### Request to discontinue application

The request to discontinue application is added to the Discontinued Application Report, includes:

- **Submission Date** – is the application submitted date
- **Intent to discontinue communication date** - is the date the request sent
- **Method of communication** – how the request was sent i.e. email or post
- **Applicant Response** – defaults to 'no response'

#### Respond to request timeframe has lapsed

If no response has been received by the applicant and/or primary contact within 10 business days, the report will continue to show 'No Response'.

#### Outstanding actions completed

When the outstanding actions 'Make Payment' or 'Provide Mandatory Documentation' are completed by either applicant or primary contact the request to discontinue is cancelled. The request will remain in the report with an applicant response of 'no response'.

Discontinued Applications									
This report displays a list of all applications that have been Discontinued									
< Hide Filters Submission Date: From [dd/mm/yyyy] To [dd/mm/yyyy] Communication Date: From [dd/mm/yyyy] To [dd/mm/yyyy] Method of Communication: [--- Select a Value ---] Discontinued Date: From [dd/mm/yyyy] To [dd/mm/yyyy] Response: [--- Select a Value ---] CLEAR SEARCH									
Application ID	Owner	Location	Nature of Development	Submission Date	Intent to Discontinue Communication Date	Method of Communication	Applicant Response	Response Date	Discontinue Date
23000727	P Public	12 SMITH ST KEITH SA 5267	tree removal	13 Apr 2023	1 Nov 2024	POST	Yes	1 Nov 2024	1 Nov 2024
21001111	J Jijo	3 BAKER ST BORDERTOWN SA 5268	Single storey dwelling	12 Aug 2021	28 Nov 2024	EMAIL	No Response	--	--

GO BACK EXPORT REPORT

## Applicant responds online to the discontinue application request

On responding to the request, the application **Applicant Response** updates from 'no response' to 'Yes' (keep application open) and populates with the **Response date**.

Application ID	Owner	Location	Nature of Development	Submission Date	Intent to Discontinue Communication Date	Method of Communication	Applicant Response	Response Date	Discontinue Date
23000727	P Public	12 SMITH ST KEITH SA 5267	tree removal	13 Apr 2023	1 Nov 2024	POST	Yes	1 Nov 2024	1 Nov 2024
21001111	J Jijo	3 BAKER ST BORDERTOWN SA 5268	Single storey dwelling	12 Aug 2021	28 Nov 2024	EMAIL	Yes	28 Nov 2024	—

GO BACK EXPORT REPORT

Alternatively, the application response shows 'No' to keeping the application open and for the relevant authority to discontinue the development application.

Application ID	Owner	Location	Nature of Development	Submission Date	Intent to Discontinue Communication Date	Method of Communication	Applicant Response	Response Date	Discontinue Date
23001274	P Public	1 PLAYFORD RD NEWTON SA 5074	dwelling	27 Jun 2023	29 Nov 2024	EMAIL	No	29 Nov 2024	—

## Confirm application discontinuation

On accepting the applicant's response to continue with the application the Discontinue Date updates.

Application ID	Owner	Location	Nature of Development	Submission Date	Intent to Discontinue Communication Date	Method of Communication	Applicant Response	Response Date	Discontinue Date
23000727	P Public	12 SMITH ST KEITH SA 5267	tree removal	13 Apr 2023	1 Nov 2024	POST	Yes	1 Nov 2024	1 Nov 2024
21001111	J Jijo	3 BAKER ST BORDERTOWN SA 5268	Single storey dwelling	12 Aug 2021	28 Nov 2024	EMAIL	Yes	28 Nov 2024	28 Nov 2024

GO BACK EXPORT REPORT

## Reject applicants request to keep development application open

On rejecting the applicant's response to continue with the application, the applicant response continues to show 'Yes' and the Discontinue Date updates with the date rejected.

Application ID	Owner	Location	Nature of Development	Submission Date	Intent to Discontinue Communication Date	Method of Communication	Applicant Response	Response Date	Discontinue Date
23000751	P Public	8 OSBORNE ST CAMPBELLTOWN SA 5074, 36 MINES RD CAMPBELLTOWN SA 5074	Carport	18 Apr 2023	16 Dec 2024	EMAIL	Yes	16 Dec 2024	16 Dec 2024