

Background

The withdrawal of an application can be initiated by the applicant or a relevant authority (who is party to the application) and only available for development applications not yet issued development approval.

Are fees refunded on withdrawal of an application?

Fee refunds are at the discretion of the relevant authority.

Who is notified of the request to withdraw an application?

On submission of the request by either the applicant or a relevant authority (on behalf of an applicant) an email is sent to the below recipients.

- Applicant and Primary Contact
- Relevant authority (including allocated assessor) for the under-assessment consent or in-progress development approval.

Who is notified of the application withdrawal?

On acceptance of the application withdrawal request an email is sent to the below recipients.

- Applicant and Primary Contact
- Referral body
- Relevant authority (including allocated assessor) for consents granted, under assessment, awaiting precursor consent and in-progress development approval.
- Internal referral respondee
- Public notification representors who indicated email as preferred method of contact. Representors who indicated 'post' will receive a letter (relevant authority to send manually).

Instructions Included

1. [Process withdrawal request](#)
2. [Cancel the withdrawal request](#)
3. [Endorse withdrawal fee refund](#)
4. [Send representor letters](#)

Process withdrawal request

1. Perform a search using the **ID** number provided in the email.
2. Remove the **Assigned to me only flag** to view all applications for the organisation.
3. Against the returned application click on the **ID** number to view.

The Development application summary is shown with the action 'Process Application Withdrawal Request'.

4. Click on **Related Actions** tab to process the withdrawal.

The application has active actions, can the withdrawal proceed?

Yes. Any active application tasks with either the applicant, relevant authority or referral body are automatically cancelled on acceptance of the application withdrawal and an event history record is created.

Development application - 24011875: The Parade Norwood SA 5067

The screenshot shows the application summary page for ID 24011875. The 'Summary' tab is selected. A map of the site is visible on the left. On the right, a list of actions is shown under the 'Related Actions' tab. The actions are: 'Review additional documents from Applicant' and 'Process Application Withdrawal Request'. The 'Process Application Withdrawal Request' action is circled in red.

5. Click on **Process Withdrawal** to commence.

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The screenshot shows the application summary page for ID 24011875. The 'Related Actions' tab is selected. The 'Process Withdrawal' button is circled in red.

6. Review the **Applicants Comments** and download the applicant's request to determine if the request performed in error or is a genuine request and then perform the application action.

Supporting Documents

The **Supporting Documents** is only visible when the relevant authority submitted the request on behalf of the applicant; during submission it is mandatory to upload the applicant's request.

On public consultation

When the application is on public consultation a warning message shows advising an application cannot be withdrawn until consultation is completed.

Process Withdrawal

- Accept application withdrawal
- Cancel request - Applicant error

⚠ There is an active Public Consultation period; the application can be withdrawn once the consultation period has ended.

Process Application Withdrawal Request

Details of the Withdrawal

Reason for withdrawing the application
testing something about the document

Applicant's withdrawal request

Document	Document Type	Date Created
* request.docx	Application Withdrawal Request	19 Jun 2024 13:14

Cancel the withdrawal request

A withdrawal request can be cancelled (for example if submitted in error).

1. Click on **Cancel Request** – applicant error and **SUBMIT**.

Process Withdrawal

- Accept application withdrawal
- Cancel request - Applicant error

CANCEL

SUBMIT

2. Click **Yes** to confirm and cancel the request.

The **Related Actions** screen shows with the 'Withdraw Application' option available.

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

- [Upload Documents](#)
Upload documents associated with consents for the DAP.
- [Withdraw Application](#)

Notify 'declined' request to withdraw application

If determined the request is not to be actioned a 'Withdrawal request declined' email is sent to the applicant and primary contact and the application's consents remain in place.

Confirm the withdrawal request

1. Click on **Accept application withdrawal**.

Applicant may be entitled to a refund

The **Refund Fees for Invoice** is shown only when fees have been paid during verification, any fees invoiced during assessment will need to be refund from the consent **Fees** tab. Fee refunds are at the discretion of the relevant authority.

Process Application Withdrawal Request

Details of the Withdrawal

Reason for withdrawing the application

Give a reason for withdrawing the application (includes consents granted and in-progress)

Process Withdrawal

- Accept application withdrawal
- Cancel request - Applicant error

Refund Fees for Invoice #147766

Please select and enter a dollar amount and reason for all required items. Ensure items which are not applicable for refunds are deselected.

	Description	Statutory Amount	Subtotal	GST	Refunds	Total Paid	Amount to Refund (GST Inclusive)	Refund Reason
<input checked="" type="checkbox"/>	Electronic Lodgement Fee	\$0.00	\$144.00	\$0.00	\$0.00	\$144.00	\$0.00	
<input type="checkbox"/>	Regulation 76 Advice from Commission	\$218.00	\$218.00	\$0.00	\$0.00	\$218.00	\$0.00	

Please nominate a Financial Approver from your organisation to endorse this refund*

Type to select the user

- Refund Not Required

Refund is not required

2. Click on **Refund Not Required** checkbox; disabling ability to select a fee.

	Description	Statutory Amount	Subtotal	GST	Refunds	Total Paid	Amount to Refund (GST Inclusive)	Refund Reason
<input type="checkbox"/>	Deemed to Satisfy	\$0.00	\$213.64	\$21.36	\$0.00	\$235.00	\$0.00	
<input type="checkbox"/>	Electronic Lodgement Fee	\$0.00	\$185.00	\$0.00	\$0.00	\$185.00	\$0.00	
<input type="checkbox"/>	Regulation 76 Advice from Commission	\$225.00	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	
<input type="checkbox"/>	Building Assessment - Class 10	\$0.00	\$131.82	\$13.18	\$0.00	\$145.00	\$0.00	
<input type="checkbox"/>	Building Assessment - Class 1	\$0.00	\$977.27	\$97.73	\$0.00	\$1,075.00	\$0.00	

Please nominate a Financial Approver from your organisation to endorse this refund

Type to select the user

Refund Not Required

Refund required

3. Click on fee checkbox to select and enable **amount to refund** and **refund reason** fields.
4. Leave default amount or type over with different amount and then a refund reason.
5. Start to type the name of a **financial approver** and then select name from the list of matches.

	Description	Statutory Amount	Subtotal	GST	Refunds	Total Paid	Amount to Refund (GST Inclusive)	Refund Reason
<input type="checkbox"/>	Deemed to Satisfy	\$0.00	\$213.64	\$21.36	\$0.00	\$235.00	\$0.00	
<input checked="" type="checkbox"/>	Electronic Lodgement Fee	\$0.00	\$185.00	\$0.00	\$0.00	\$185.00	\$0.00	
<input type="checkbox"/>	Regulation 76 Advice from Commission	\$225.00	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	
<input checked="" type="checkbox"/>	Building Assessment - Class 10	\$0.00	\$131.82	\$13.18	\$0.00	\$145.00	\$145.00	Provide a reason
<input checked="" type="checkbox"/>	Building Assessment - Class 1	\$0.00	\$977.27	\$97.73	\$0.00	\$1,075.00	\$1,075.00	Provide a reason

Please nominate a Financial Approver from your organisation to endorse this refund*

epn TestTwentyOne x

Refund Not Required

Representors

Public consultation 'postal' representors

When a representor has indicated 'post' as their contact method the section **Representors requiring postal correspondence** is shown. A task 'Finalise Withdrawal' is also created as a relevant authority prompt to print and [Send representor letters](#) from the application documents store.

On withdrawal of the application, an email is sent to those representatives who indicated 'email' as their contact method.

Representors requiring postal correspondence

The below representors must be notified the application has been withdrawn.

Given Name	Address	Email	Phone	Represented by	Wish to be heard
Little shop	1 NORTH TERRACE, PORT BROUGHTON SA 5522	-	-	Mary	Yes

- Click **SUBMIT**.
- Click **OK, CONTINUE** to confirm and withdraw the application.

The **Related Actions** screen is shown and the option to 'Withdraw Application' removed.

- Click on **Summary** to view the Assessment Status details for each of the consents.

Development application - 24011875: The Parade Norwood SA 5067

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

Upload Documents
Upload documents associated with consents for the DAP.

The **Summary** screen shows with the **Application Status** updated with 'Withdrawn'.

Development application - 24011875: The Parade Norwood SA 5067

Summary Documents Additional documents Event History Sharing access Inspection Related Actions

Application Status: Withdrawn

Within the **Assessment Status** each consent and development approval status updates with 'Withdrawn'.

Assessment status					
Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days	
Planning and Land Division Consent	Assessment Panel at City of Norwood, Payneham and St. Peters	Type to select the user	Withdrawn		
Development Approval for: Planning and Land Division Consent	City of Norwood, Payneham and St. Peters	No assessor assigned Edit	Withdrawn		

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

Notify 'accepted' request to withdraw application

When the relevant authority has accepted the withdrawal request a 'Notice of withdrawal' email is sent to the applicant and primary contact.

Endorse withdrawal fee refund

A task is with the nominated financial approver to ['endorse' a fee refund](#).

Send representor letters

When a representor has indicated 'post' as preferred method of contact a letter is generated and available to download from the document store for the application.

An email is sent to the organisation email advising 'Action required to finalise withdrawal request' and a task 'Finalise Withdrawal' is created and available from the FOR YOUR ACTION tab and the application summary page.

1. Open the application to view task.
2. Click **Documents** tab to download generated letters

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

Search by keyword

Search by keyword

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning Consent

Building Consent

Additional document filters

Decision Documents

P&D Code Rules

Snapshots

Invoices

Other Documents

Public Notification

Hidden by default

Superseded

System Generated Emails

Document	Type	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
* Representor Notifications of Withdrawal - Application 24080566.pdf	Application Withdrawal Letter	24 Jun 2024 9:34			✘	

3. Click on document name to download letters.
4. Open letter download and print letters.
5. Click on **Summary** tab and to FINALISE WITHDRAWAL.

Development application - 24011875: The Parade Norwood SA 5067



Summary Documents Event History Sharing access Inspection Related Actions



This application currently requires 1 action

Finalise Withdrawal	🕒 -
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Application Status: Withdrawn

The 'Finalise Withdrawal' action is complete.

Development application - 24011875: The Parade Norwood SA 5067

Summary Documents Event History Sharing access Inspection Related Actions



Application Status: Withdrawn

Fees Outstanding: No