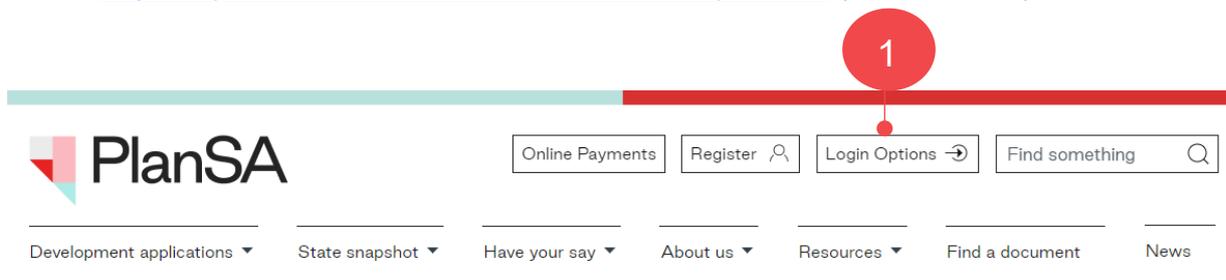


Submit request to withdraw an application

1

1. [Login to your development application account | PlanSA](#) (for applicants).



2. Search for the application. From the results returned, click on the **ID** number to open the application.

Your applications

The screenshot shows the 'Your applications' page. At the top right, there is a search bar containing the ID '24011875'. Below the search bar are three red buttons: 'Start a new application', 'Access an application submitted by someone else', and 'Submit mandatory'. Below these buttons are several filters: 'FOR YOUR ACTION (923)', 'UNDER ASSESSMENT (400)', 'DRAFT (19)', 'LAND DIVISION CERTIFICATES (17)', and 'CERTIFICATE OF OCCUPANCY (791)'. Below the filters, it says '1 results for: "24011875"'. A table below shows the search results:

ID	Owner	Location	Nature of Development
24011875	J Public	THE PARADE NORWOOD SA 5067	Add new garage attached to existing house

A red circle with the number '2' is positioned over the search bar, and a red line points from the search bar to the 'ID' column of the table.

3. Click on **Related Actions** tab to view and launch the **Withdraw Application** action.

The screenshot shows the 'Development application - 24011875: The Parade' page. The 'Related Actions' tab is selected. Below the tab are four actions: 'Apply for Variation', 'Withdraw Application', 'Upload additional documentation', and 'Request Extension of Time'. A red circle with the number '3' is positioned over the 'Withdraw Application' button.

How to...

Request an application withdrawal



The **Request Application Withdrawal** shows. Read through the further information provided before proceeding with the request.

2

4. Provide a **reason** for withdrawing the application. The reason is shared with the relevant authority.

Request Application Withdrawal

Withdraw an application

Requesting an application withdrawal means there is no intention to proceed with the development and no further assessment is required.

Before proceeding with the request

- An application can only be withdrawn if the application has not been granted a final development authorisation.
- Only applicants are permitted to request the withdrawal.
- A withdrawn application cannot be reinstated.

Further information on this process can be obtained by contacting the relevant authority.

Refund

Contact the relevant authority to understand if a partial refund may apply in relation to the application fees and charges.

Withdrawal request details

Provide a reason for withdrawing the application *

The reason provided is shared with all relevant parties, includes relevant authorities, applicant(s) and the primary contact.

0/1000

4

CANCEL SEND REQUEST

Upload the applicant's request

If the relevant authority is submitting the request on your on-behalf (the applicant) they are required to upload your written/email request to proceed.

Upload applicant's withdrawal request *

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.

5. Click **SEND REQUEST**.
6. Click **OK, CONTINUE** to confirm the withdrawal.

Are you sure you want to withdraw this application?

Withdrawing this application, will also withdraw all previously granted consents and cannot be reinstated.

CANCEL OK, CONTINUE

6

How to...

Request an application withdrawal

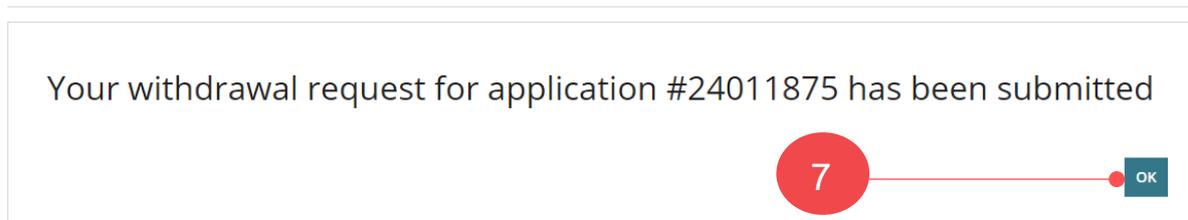


7. Confirmation of the submission shows. Click **OK** to close the message.

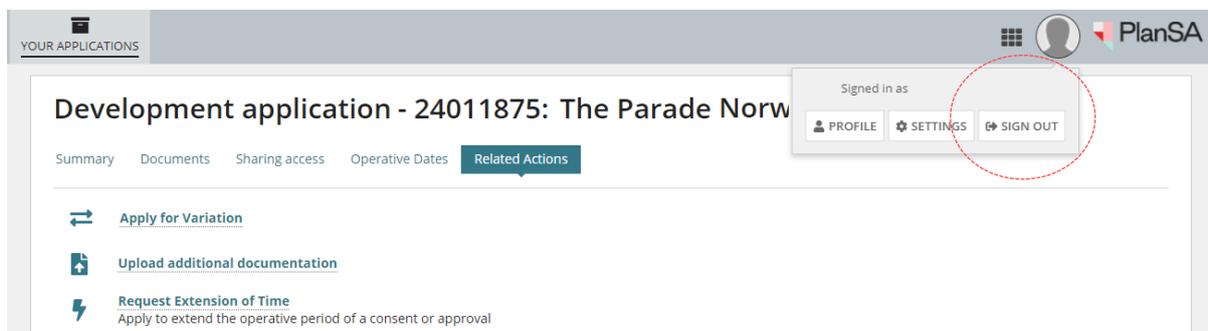
3

Development application - 24011875: The Parade Norwood SA 5067

Summary Documents Additional documents Sharing access Operative Dates **Related Actions**



The **Relevant Actions** page shows. Sign-out, as required.



What happens next?

Withdrawal request submission confirmed

An email confirming the submission of the application withdrawal request is sent to the applicant, primary contact and the relevant authority assessing the in-progress consent or the relevant authority of granted consent - if subsequent consents not yet initialised.

Request to withdraw application is declined

If the relevant authority has 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 consent authorisations remains in place.

Request accepted and the application withdrawn

When the relevant authority has accepted the withdrawal request a 'Notice of Withdrawal' email is sent to the applicant and the application's consents (granted or not yet initiated) are withdrawn.

If a [Refund of Paid Fees](#) is determined on accepting the withdrawal an email is sent to the invoice contact.

Refund of Paid Fees

On acceptance of the withdrawal the relevant authority can determine whether a refund is appropriate.

When it is determined by the assessing authority that a fee refund applies, an email notification will advise that this has occurred, and Refund Advice generated.

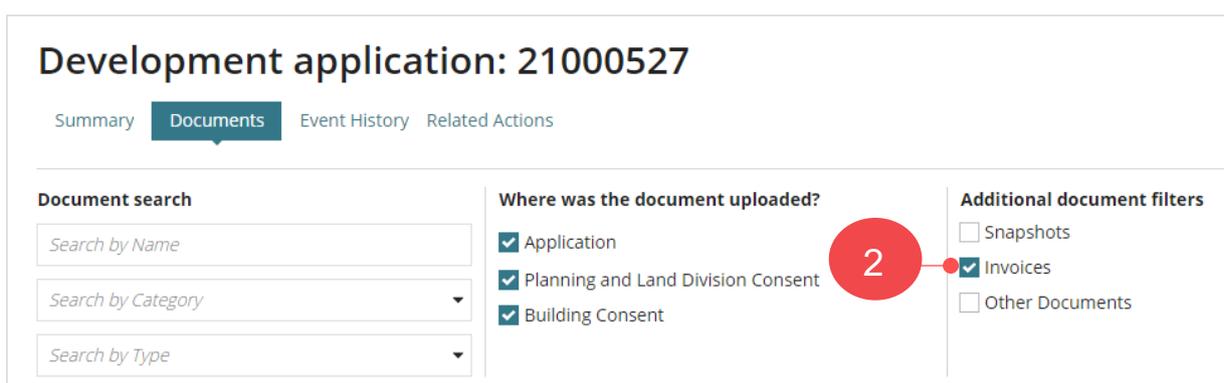
- **Fees Paid Online by Credit Card**
The refund amount will be credited to the same card number.
- **Fees Paid in Person or Post by Cash, Cheque or EFT**
The refund amount will be returned by the method determined by the relevant authority (council and/or private accredited professional).

View the Refund Advice

1. Click on the view the 'documents section' of the development application link within the Invoice Refund email notification and log in, if not already.

The Development application **Documents** page displays.

2. Select the **Invoices** filter from the **Additional document filters** list to show the 'Refund Advice'.



Development application: 21000527

Summary Documents Event History Related Actions

Document search

Search by Name

Search by Category

Search by Type

Where was the document uploaded?

Application

Planning and Land Division Consent

Building Consent

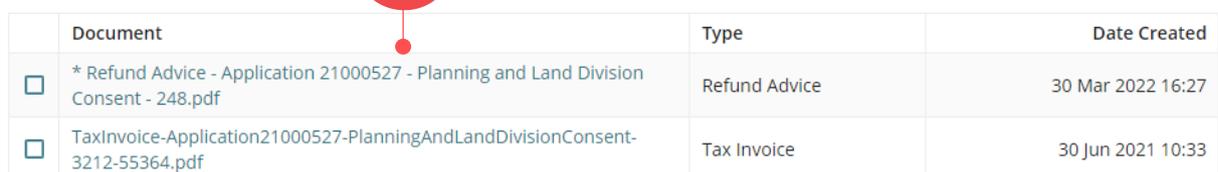
Additional document filters

Snapshots

Invoices

Other Documents

3. Click on the **Refund Advice** file name to download the document by clicking on the document name.



	Document	Type	Date Created
<input type="checkbox"/>	* Refund Advice - Application 21000527 - Planning and Land Division Consent - 248.pdf	Refund Advice	30 Mar 2022 16:27
<input type="checkbox"/>	TaxInvoice-Application21000527-PlanningAndLandDivisionConsent-3212-55364.pdf	Tax Invoice	30 Jun 2021 10:33

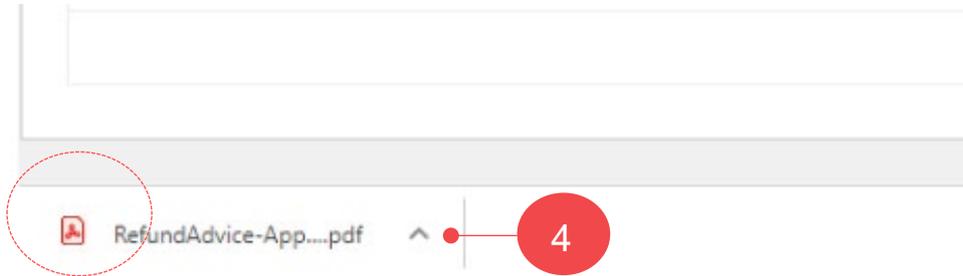
How to...

Request an application withdrawal



4. Open the downloaded **Refund Advice** file.

5



5. Review the Refund Advice and **print** (as required).

