How to…
**Process a request to cancel a development authorisation**

Government of South Australia
Department for Trade and Investment

PlanSA
Version 1.1

## Included instructions

- Process cancellation request
- Cancel the cancellation request
- Confirm the cancellation request

## Related Instructions

- How to – Request cancellation of a development authorisation

### When should a request to cancel a development authorisation be declined?

A request to cancel a development authorisation cannot be accepted in the following scenarios:
- Land division plans are deposited.
- Outstanding fee payment for Land Division Certificate of approval.
- Other reasons at the discretion of the relevant authority.

### Who is notified of the request to cancel a development authorisation?

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

- Applicant and Primary Contact
- Consent and development approval relevant authority (including allocated assessor).

### Who is notified of the cancellation of a development authorisation?

On acceptance of the request to cancel a development authorisation a notice of cancellation email is sent to the following recipients.

- Applicant and Primary Contact.
- Consent and development approval relevant authority (including allocated assessor).
- Referral bodies who have responded to referral requests.

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## Process cancellation request

1. Search using the application **ID** number provided in the email.

2. Remove the **Assigned to me only** flag to view all applications for the organisation.

3. Click on the application **ID** number to view details.

The Development application **Summary** is shown with the action 'Process Application Cancellation Request'.

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

> **The application has active actions, can the cancellation 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 created.

Development application - 22000406: Frederick St Maylands SA 5069

| Summary | Documents | Event History | Sharing access | Building Notifications | Variation Requests | Certificate of Occupancy | Inspection | Operative Dates | Related Actions |

This application currently requires 1 action

Process Application Cancellation Request

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

Summary  Documents  Event History  Sharing access  Building Notifications  Variation Requests

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

**Apply for Variation**

**Process Cancellation**

**Apply for Certificate of Occupancy**
Apply for Certificate of Occupancy

**Statement Of Compliance Form**

**Request Extension of Time**
Apply to extend the operative period of a consent or approval

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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 applicable action.

> **Applicant's cancellation request**
>
> The uploaded request 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.

## Process Cancellation of Development Authorisation

### Cancellation request details
**Reason for cancelling the development authorisation**
Provide a reason to the relevant authority

| Applicant's cancellation request | | |
| --- | --- | --- |
| **Document** | **Document Type** | **Date Created** |
| * request.docx | Application Cancellation Request | 20 Jun 2024 10:13 |

### Process Cancellation
○ Accept application cancellation
○ Cancel request – Applicant error

CANCEL                    SUBMIT

# Cancel the cancellation request

> **Notify 'declined' request to cancel development authorisation**
>
> If determined the request is not to be actioned a 'Cancellation request declined' email is sent to the applicant and primary contact and the application's development approval remains in place.

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

### Process Cancellation
○ Accept application cancellation
● Cancel request – Applicant error

CANCEL                    SUBMIT

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

The **Related Actions** screen is shown with the 'Cancel Application' option available.

Summary   Documents   Event History   Land Division Certificates   Sharing access   Building Notifications

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

⇄ **Apply for Variation**

⏪ **Cancel Application**

⚡ **Statement Of Compliance Form**

⚡ **Request Extension of Time**
Apply to extend the operative period of a consent or approval

## Confirm the cancellation request

**Notify 'accepted' request to cancel development authorisation**

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

1. Click on **Accept application cancellation** and **SUBMIT**.

**Process Cancellation**

⦿ Accept application cancellation
◯ Cancel request – Applicant error

CANCEL                                                        SUBMIT

2. Click **OK, CONTINUE** to confirm and cancel the development authorisation.

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

Summary   Documents   Event History   Land Division Certificates   Sharing access   Building Notifications

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

⇄ **Apply for Variation**

⚡ **Statement Of Compliance Form**

⚡ **Request Extension of Time**
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3.  Click on **Summary** to view the Assessment Status details for each of the consents.

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



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