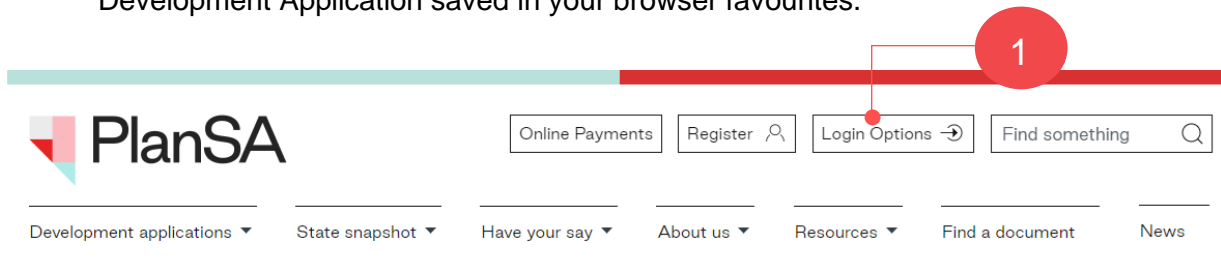
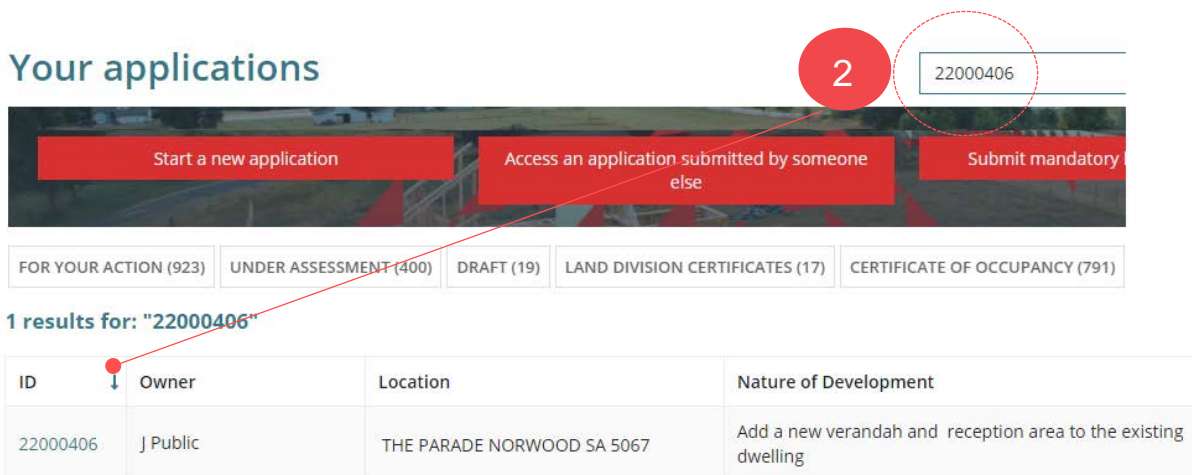


## Submit request to cancel development authorisation

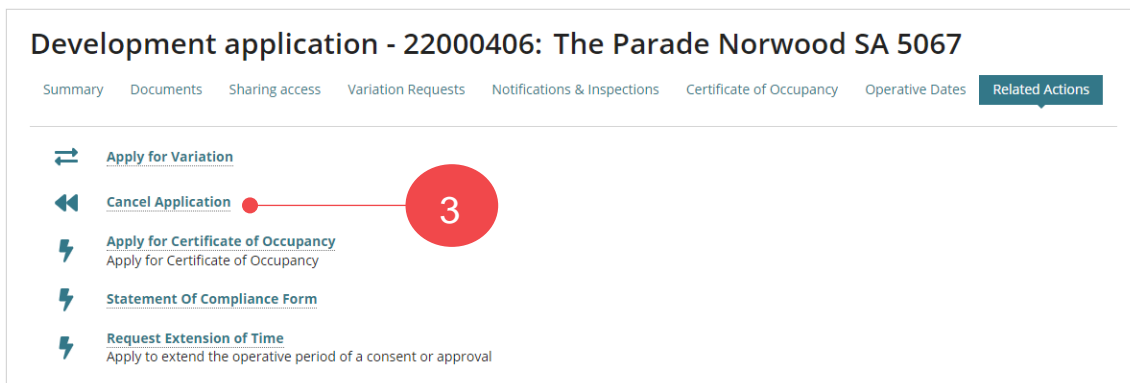
1. Login to your online account through the PlanSA site or from the PlanSA Development Application saved in your browser favourites.



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



3. Click on **Related Actions** tab to view and initiate the **Cancel Application** action.



The **Request Development Authorisation Cancellation** shows. Read through the further information provided before proceeding with the request.

4. Provide a **reason** for the development authorisation cancellation. The reason is shared with the relevant authority.

## Request Development Authorisation Cancellation

### Cancel a development authorisation

Cancelling a development authorisation means there is no intention to proceed with the development. All previously granted consents and approvals are to be cancelled.

**Before proceeding with the request**

- Request to cancel a development authorisation can only be made if the application has been granted development approval.
- Only applicants are permitted to request the cancellation.
- Once cancelled the development authorisation cannot be reinstated.

### Cancellation request details

**Provide a reason for cancelling the development authorisation \***

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

0/1000

CANCEL
SEND REQUEST

4

### 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 cancellation request \***

Document	Document Category	Document Type
<div style="border: 1px dashed #ccc; padding: 5px; display: flex; align-items: center; justify-content: center;"> <span style="background-color: #00695c; color: white; padding: 2px 5px; font-weight: bold; margin-right: 5px;">UPLOAD</span> <span style="font-size: 1.2em; margin-right: 5px;">📁</span> <span style="border-bottom: 1px dashed #ccc; padding: 0 5px;">Drop files here</span> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.9em;">--- Select One ---</span> </div>	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="font-size: 0.9em;">--- Select One ---</span> </div>

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

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

### Are you sure you want to cancel this development authorisation?

Cancellation of this development authorisation, will also cancel all previously granted consents and cannot be reinstated.

CANCEL
OK, CONTINUE

6

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

3

## Development application - 22000406: The Parade Norwood SA 5067

Summary Documents Sharing access Variation Requests Notifications & Inspections Certificate of Occupancy Operative Dates **Related Actions**

Your Cancellation request for application #22000406 has been submitted

7

OK

The **Relevant Actions** page shows and then sign-out, as required.

The screenshot shows the PlanSA user interface. At the top, there are tabs for 'YOUR APPLICATIONS' and 'USER PROFILE'. The main content area displays the title 'Development application - 22000406: The Parade Norwood' and a list of actions: 'Apply for Variation', 'Apply for Certificate of Occupancy', 'Statement Of Compliance Form', and 'Request Extension of Time'. A user profile dropdown menu is open in the top right corner, showing options for 'PROFILE', 'SETTINGS', and 'SIGN OUT'. The 'SIGN OUT' option is circled in red.

## What happens next?

### Cancellation request submission confirmed

An email confirming the submission of the development authorisation cancellation request is sent to the applicant, primary contact and the relevant authority that issued the application development approval.

### Request to cancel development authorisation is declined

If the relevant authority has 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.

### Request accepted and the development authorisation cancelled

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