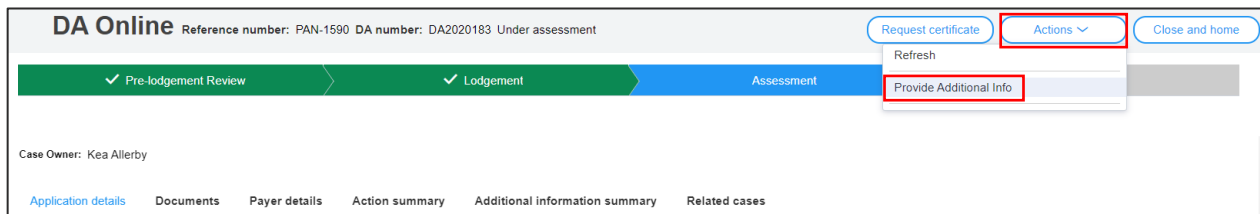# Withdrawing a Development Application

Applicant

Applicants can withdraw a development application (DA) at any time prior to its determination by lodging a notice of withdrawal on the NSW Planning Portal.

The 'Provide Additional Info' function within the DA Online's Actions menu is the mechanism used to lodge a notice of withdrawal.

Follow the below steps to submit the notice of withdrawal.

Lodging a Notice to Withdraw a DA

1. When the application is open, **click** Actions and **select** Provide Additional Info from the dropdown list.

2. The 'Provide Additional Info' screen will display. **Enter** your comment requesting to withdraw the development application into the asterisked field asking you to provide your comments.
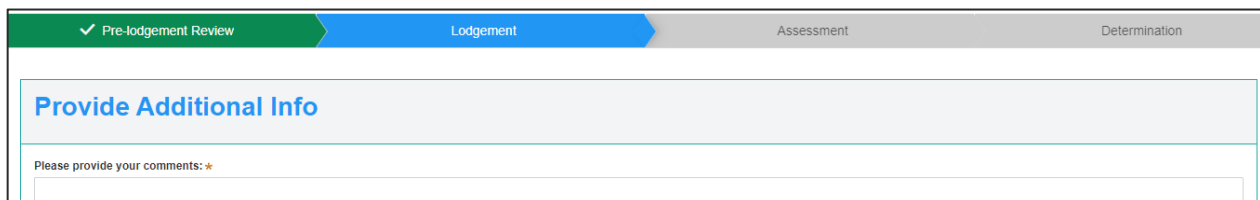
3. **Click** Submit.

End of steps

What Happens Next?

- Council will receive a system generated email advising of the additional information provided and it can review your request.
- Council will withdraw the application on your behalf.
- You will be automatically notified, and the system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.
- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.