Withdrawing a Development Application





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.

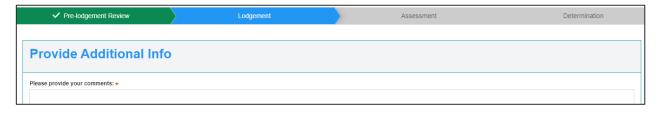
Follow the below steps to submit the notice of withdrawal.

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- You will be automatically notified, and the system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.

Withdrawing a Development Application

Applicant



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.

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