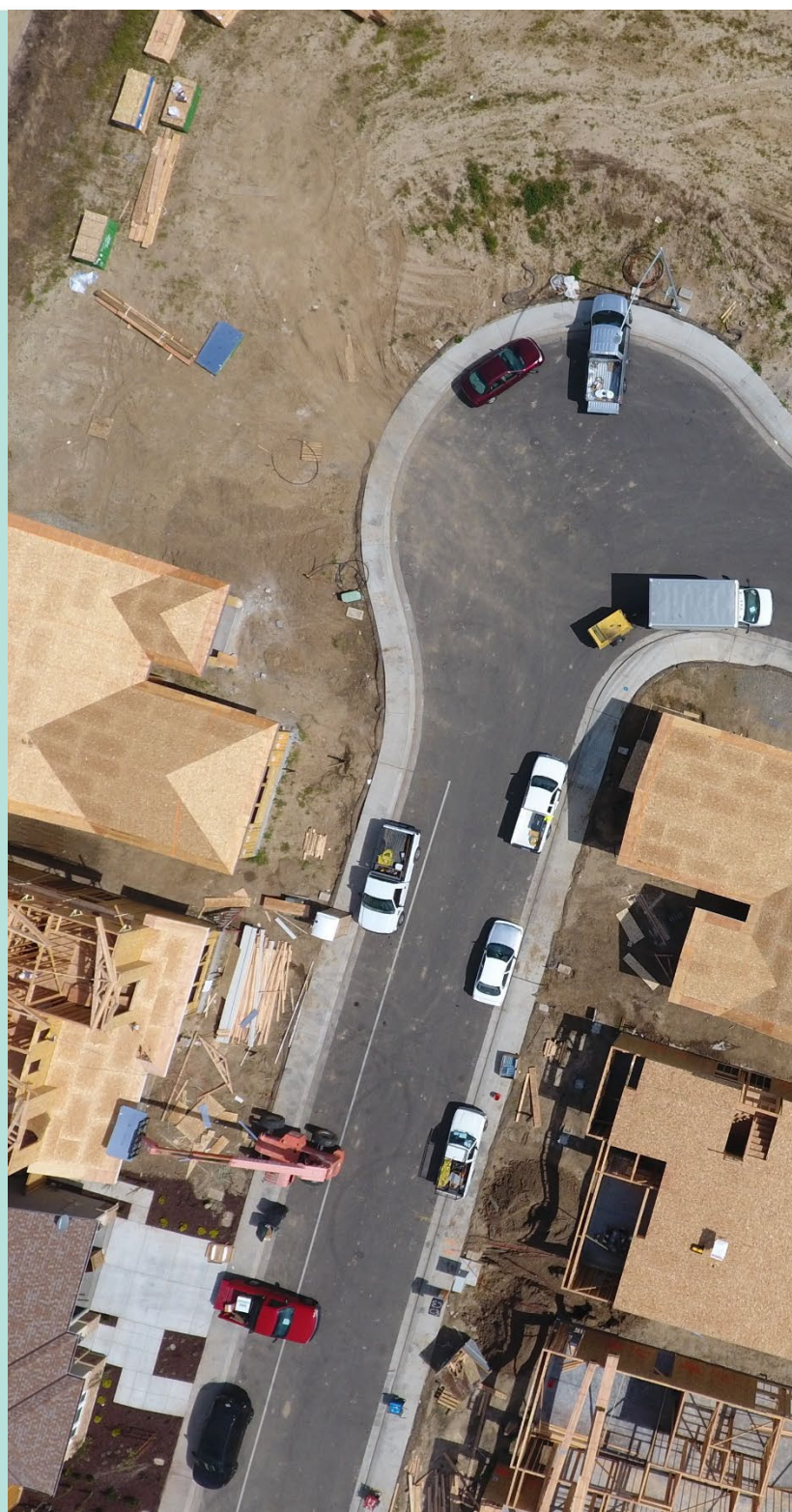


Withdraw a Development Application

Version 1.1



Government of South Australia

Department for Trade
and Investment

Table of Contents

Background.....3

1. Locate and Open the Development Application4

2. Process the Withdrawal.....5

 Option 1: Action the withdrawal later6

 Option 2: Cancel the withdrawal request.....8

 Option 3: Confirm cancellation to withdraw the application.....9

3. Determine the Refund of Paid Fees.....11

4. View listing of Withdrawn Development Applications.....12

Background

The withdrawal of a development application is initiated by the applicant and is only available for development applications not yet granted approval. Refer to scenario 1, 2 & 3 in the table below.

Consent	Scenario 1	Scenario 2	Scenario 3
Planning / Land Division	Pending / In Verification	Granted	Granted
	Assessment in progress [*]		
Building	Pending precursor consent	Pending / In Verification	Granted
		Assessment in progress [*]	
Development Approval	Pending approval of all consents	Pending approval of all consents	Assessment in progress [*]

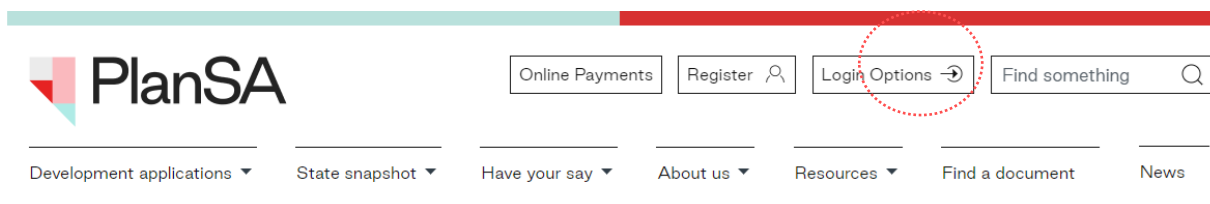
Upon processing the withdrawal, an email notification is sent to all agencies consulted on the application under Division 2 of the Regulations and any representative on the application under Division 3 of the Regulations.

The refund of any lodgement or assessment fees (refer to ^{*} in the table above) to the applicant is entirely at the discretion of the relevant authority, usually depending on the extent of assessment work already undertaken.

1. Locate and Open the Development Application

When the applicant initiates the development application withdrawal an email notification is sent to the relevant authority advising a 'withdrawal request has been submitted'

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



2. Perform a search using the **ID** number provided in the email.
3. Against the returned application click on the **ID** number to view.

Development application processing 22000148

Submit mandatory building notification Submit mandatory Re-Inspection notification

FOR YOUR ACTION (613) ASSESSMENT IN PROGRESS (727) WAITING (136) UPCOMING (211) COMPLETED (939) BUILDING NOTIFICATIONS (4)

For your action

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Lodged
22000156	S TestTwo	100 WAYMOUTH ST ADELAIDE SA 5000	gfhfdhh	
22000148	V One	1 KING WILLIAM ST ADELAIDE SA 5000	3540-VolumeuserOne	29 Mar 2022

4. Click on **Related Actions** in the opened development application.

Development application: 22000148

Summary Documents Additional documents Event History Inspection **Related Actions**

This application currently requires 5 actions from you

Process Application Withdrawal Request 1 -

2. Process the Withdrawal

On withdrawing the development application the applicant will receive a 'Confirmation of withdrawal Request' email notification.

1. Click on **Process Withdrawal** action in the Related Actions screen.

Development application: 22000148

Summary Documents Event History Sharing access **Related Actions**

-  **Upload Documents**
Upload documents associated with consents for the DAP.
-  **Apply for Variation**
-  **Process Withdrawal**
-  **Apply for Next Consent**

2. Read through the **applicant comments** and then determine to perform one of the following actions.

Perform ...	When you have ...
Option 1: Action Later	Doubts over the request and need to contact the applicant to confirm their intent.
Option 2: Cancel Request	Contacted the applicant and determined the request was made in error.
Option 3: Confirm Cancellation	Confirmed the applicant intended to withdraw the application.

Process Application Withdrawal Request

Applicant Comments
It is mandatory to provide a reason, e.g. not going to continue with building a new shed

Supporting Documents

Document	Document Type	Date Created
* withdrawal request.docx	Application Withdrawal Request	30 Mar 2022 16:10

If you are satisfied that the Applicant intended to withdraw this application, please click 'Confirm Cancellation'. If there is any doubt about the legitimacy of this request, please contact the Applicant and confirm their intent. If this request was made in error, please click 'Cancel Request'. Once a Development Application has been withdrawn it cannot be reinstated.

CANCEL REQUEST ACTION LATER **CONFIRM CANCELLATION**

Information!

When an applicant has paid fees an on-screen message will advise '*The active consent for this application has only one paid invoice. Upon clicking Accept you will be taken to the invoice refund section for this invoice, as the applicant may be eligible for a refund.*' it will be at the relevant authority's discretion to refund all paid fees or only part.

Option 1: Action the withdrawal later

3. Select the **Action Later** tab when you have doubts over the request.

Process Application Withdrawal Request

Applicant Comments
It is mandatory to provide a reason, e.g. not going to continue with building a new shed

Supporting Documents

Document	Document Type	Date Created
* withdrawal request.docx	Application Withdrawal Request	30 Mar 2022 16:10

If you are satisfied that the Applicant intended to withdraw this application, please click 'Confirm Cancellation'. If there is any doubt about the legitimacy of this request, please contact the Applicant and confirm their intent. If this request was made in error, please click 'Cancel Request'. Once a Development Application has been withdrawn it cannot be reinstated.

CANCEL REQUEST

ACTION LATER

CONFIRM CANCELLATION

Locate the Applicant Contact Details

4. On return to the Related Actions screen select **Summary** to obtain the phone number of the application contact/s to follow-up and confirm their intent.

Development application: 22000148

Summary

Documents

Event History

Sharing access

Related Actions

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

 **Apply for Variation**

 **Process Withdrawal**

 **Apply for Next Consent**

5. Within the **Summary** page scroll down to locate the **Application Contacts** details.

After contacting the applicant and confirming the intent return to **Process the Withdrawal**.

Application contacts

Applicant
Name: Big Build
Type: Business
Address: PO Box 52 Adelaide

Preferred Contact Method: Email
Phone: 0429 946 503
Email: maria.klimenchuk@sa.gov.au

Primary Contact
Name: Big Build
Type: Business
Address: PO Box 52 Adelaide

Preferred Contact Method: Email
Phone: 0429 946 503
Email: maria.klimenchuk@sa.gov.au

Land Owner
Name: Big Build
Type: Business
Address: PO Box 52 Adelaide

Preferred Contact Method: Email
Phone: 0429 946 503
Email: maria.klimenchuk@sa.gov.au

Invoice Contact
Name: Ms Maria Klimenchuk
Type: Individual

Preferred Contact Method: Email
Phone: 0429 946 503
Email: maria.klimenchuk@sa.gov.au

Option 2: Cancel the withdrawal request

6. Select **Cancel Request** after determining the contact has submitting in error.

Process Application Withdrawal Request

Applicant Comments
It is mandatory to provide a reason, e.g. not going to continue with building a new shed

Supporting Documents

Document	Document Type	Date Created
* withdrawal request.docx	Application Withdrawal Request	30 Mar 2022 16:10

If you are satisfied that the Applicant intended to withdraw this application, please click 'Confirm Cancellation'. If there is any doubt about the legitimacy of this request, please contact the Applicant and confirm their intent. If this request was made in error, please click 'Cancel Request'. Once a Development Application has been withdrawn it cannot be reinstated.

CANCEL REQUEST **ACTION LATER** **CONFIRM CANCELLATION**

7. Select **Yes** to confirm the cancellation of the request.

Once the withdrawal has been processed, the application cannot be reinstated, do you wish to proceed?

NO **YES**

8. Returns to the **Related Actions** screen and the withdrawal cancellation has updated the action from 'Process Withdrawal' to 'Withdraw Application'.

Development application: 22000148

Summary Documents Event History Sharing access **Related Actions**

-  **Upload Documents**
Upload documents associated with consents for the DAP.
-  **Apply for Variation**
-  **Process Withdrawal**
-  **Apply for Next Consent**

Option 3: Confirm cancellation to withdraw the application

9. Select **Confirm Cancellation** when you have confirmed the applicant intended to withdraw the application.

Process Application Withdrawal Request

Applicant Comments
It is mandatory to provide a reason, e.g. not going to continue with building a new shed

Supporting Documents		
Document	Document Type	Date Created
* withdrawal request.docx	Application Withdrawal Request	30 Mar 2022 16:10

If you are satisfied that the Applicant intended to withdraw this application, please click 'Confirm Cancellation'. If there is any doubt about the legitimacy of this request, please contact the Applicant and confirm their intent. If this request was made in error, please click 'Cancel Request'. Once a Development Application has been withdrawn it cannot be reinstated.

CANCEL REQUEST

ACTION LATER

CONFIRM CANCELLATION

10. Select **Yes** to confirm the application cannot be reinstated.

Once the withdrawal has been processed, the application cannot be reinstated, do you wish to proceed?

NO

YES

11. Click on **Summary** to view the development application details.

Applicant may be entitled to a refund

When there is an active consent for the withdrawn development application. A message will show in the Related Actions page with a link to 'go to the refund page' and then complete the [Determine the Refund of Paid Fees](#) instructions.

Development application: 20001557

Summary

Documents

Event History

Sharing access

Related Actions

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


 **Apply for Variation**

 **Apply for Next Consent**


The status has been updated to ‘withdrawn’ for each consent and development approval for both the relevant authority and applicant.

Development application: 22000148

[Summary](#)[Documents](#)[Additional documents](#)[Event History](#)[Inspection](#)[Related Actions](#)



This application currently requires 5 actions from you

Review additional documents from Applicant 

Development Location(s)

1 KING WILLIAM ST ADELAIDE SA 5000

Title Ref: CT 6144/284 **Plan Parcel:** F122559 AL2


Additional Location Information:

Council: Adelaide City Council

Assessment status

Consent / Stage / Dev. Approval	Relevant Authority	Allocated Assessor	Status	Days
Planning Consent	Assessment Manager at City of Adelaide	Type to select the user	Withdrawn	
Building Consent	City of Adelaide	Type to select the user	Withdrawn	
Development Approval for: Planning Consent Building Consent	City of Adelaide	No assessor assigned Edit	Withdrawn	

[View team workload](#)

 [Help for this section](#)

[SAVE USER ALLOCATION](#)

3. Determine the Refund of Paid Fees

The option to refund fees is only available for consent(s) not yet granted and it is at your discretion whether to refund part or none of the paid assessment fees; there are no fee refunds for consents already granted.

When a fee(s) is refunded the nominated 'financial approver' receives an email notification advising endorsement is required. On their endorsement for fees paid;

- **Online by Credit Card** the refund amount will be credited to the same card number.
- **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).

On completion of the withdrawal a message prompts an applicant may be entitled to a refund.

1. **Click here to go to the refund page.**

Development application: 21000527

Summary
Documents
Event History
Inspection
Related Actions

There is an active consent for the withdrawn development application. The Applicant may be entitled to a refund.

Click here to go to the refund page

The **Fees** page opens for the active consent.

2. Expand the **lodgement and/or assessment fee advice** record.
3. Click **Process invoice refund** and complete [Refund an invoiced fee amount](#) instructions.

Planning and Land Division Consent for Development Application: 21000527

Summary
Documents
Fees
RFIs
Referrals
Public Notification
Conditions and Notes
Clocks
Decision
Appeals
Related Actions

< Development application 21000527

> Development Costs

All fees raised on this application

Fees raised for this Consent

Lodgement Fee Advice - Planning and Land Division Consent - 3207 - Paid on 30/06/2021

Assessment Fee Advice - Planning and Land Division Consent - 3212 - Paid on 30/06/2021

Process Invoice Refund

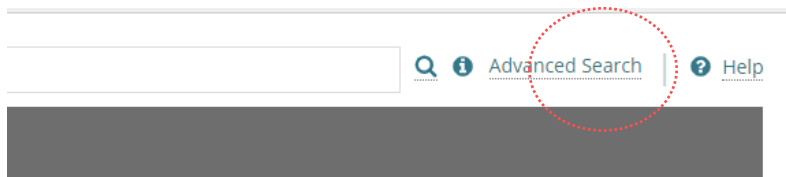
Payment Reference Number 3212

Consent ID

4. View listing of Withdrawn Development Applications

On confirmation of the withdrawal, the development application moves to the 'Completed' tab. For the ease of identifying withdrawn development applications use the **Advanced Search** feature to select from a listing.

1. Select **Advance Search**.



2. Scroll down until the **Development Approval Status** is visible, expand the section to select the 'withdrawn' status and then **Search** to return matching search results.

 A screenshot of a filter panel for 'Development approval status'. The panel is expanded, showing a list of status options with checkboxes: 'Granted', 'In Progress', 'Inconsistent', 'Not Required', 'On Hold', 'On Hold (Applicant Request)', 'Cancelled', and 'Withdrawn'. The 'Withdrawn' option is selected, indicated by a checked box and a red circle around it. There are 'CLEAR' and 'SEARCH' buttons at the bottom of the filter section.

Category of development	Consent type
Development approval status <ul style="list-style-type: none"> <input type="checkbox"/> Granted <input type="checkbox"/> In Progress <input type="checkbox"/> Inconsistent <input type="checkbox"/> Not Required <input type="checkbox"/> On Hold <input type="checkbox"/> On Hold (Applicant Request) <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Withdrawn 	Consent status

The **Assessments** dashboard displays with the search results displayed.

5 results:

☐ Assigned to me only

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status	Days
20001749	M Rohatgi	2748 MARION BAY RD MARION BAY SA 5575	house	Yorke Peninsula Council		Withdrawn	🕒 -
20001440	A Cotton	36-38 MAITLAND RD MINLATON SA 5575	Garage	Yorke Peninsula Council	29 Jul 2020	Withdrawn	🕒 -
20001236	Stratco	10 MARNO ST YORKETOWN SA 5576	Addition to hardware store		23 Jul 2020	Withdrawn	🕒 -
20001025	Blog Joe Pty Ltd	5 TUNA AV EDITHBURGH SA 5583	demolition of building structures and construction of a necular powerstation, ancillar carparking ..		13 Jul 2020	Withdrawn	🕒 -
20000209	D oadmin	5 TUNA AV EDITHBURGH SA 5583	Construction of a single storey detached dwelling, with associated carport, perimeter fence, solar..	Yorke Peninsula Council	13 Jul 2020	Withdrawn	🕒 -

5 items

3. Click on **Refine Advanced Search** to clear the search results.

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Trade
and Investment