

# Request to Withdraw a Development Application

Version 1.2



**Table of Contents**

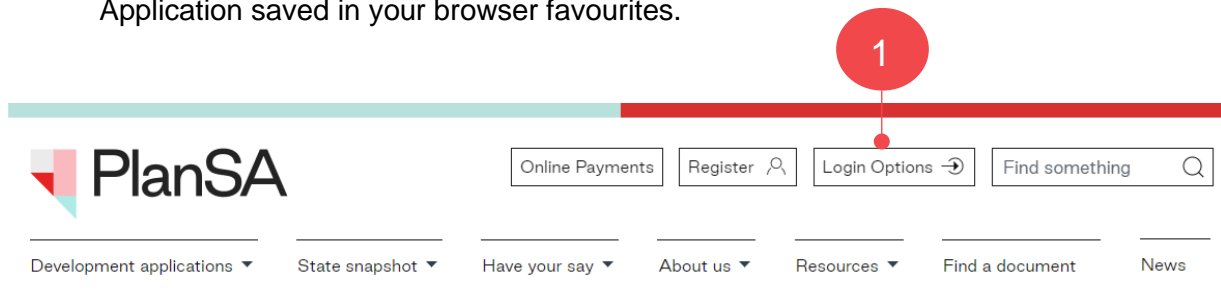
1. Submit a Withdrawal Application Request .....3

2. Refund of Paid Fees.....7

## 1. Submit a Withdrawal Application Request

Prior to the applicable consent being granted, you may elect to withdraw the development application and it is your responsibility to inform the relevant authority of your decision.

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



2. Go to the **Under Assessment** tab to locate the development application, and then click on the **ID** number to view the development application.

The screenshot shows the 'Development application processing' page. At the top, there's a banner that says 'This is the TRAINING' with three buttons: 'Start a new application', 'Access an application submitted by someone else', and 'Submit mandatory building notification'. Below the banner are tabs for 'FOR YOUR ACTION (32)', 'UNDER ASSESSMENT (129)', 'DRAFT (5)', 'LAND DIVISION CERTIFICATES (1)', and 'FINALISED (10)'. The 'UNDER ASSESSMENT' tab is selected. Below the tabs is a table titled 'Under assessment' with columns: ID, Owner, Location, Nature Of Development, Relevant Authority, Lodged, Status, and two columns with icons. A red circle with the number '2' is positioned over the ID number '20001557' in the first row of the table.





ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status		
20001584	S. McIntosh	LOT 750 ANDAMOOKA RD ANDAMOOKA STATION SA 5722	Landfill depot	State Planning Commission		Checking submission		3
20001580	S. McIntosh	LOT 628 ANDAMOOKA RD ANDAMOOKA SA 5722	concrete batching plant	State Planning Commission	21 Aug 2020	Assessment in progress		68
20001579	S. McIntosh	LOT 1 ANDAMOOKA RD ANDAMOOKA SA 5722	land division	State Planning Commission	21 Aug 2020	Assessment in progress		78
20001557	Big Build	LOT 706 HARLEQUIN RD ANDAMOOKA SA 5722	house constructed out of shipping containers, with carport and shed	State Planning Commission	18 Aug 2020	Assessment in progress		75

3. Select the **Related Actions** tab and then select the **Withdraw Application** action.

**Development application: 20001557**

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

---

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



4. Provide a reason for withdrawing the application in the '**Notes to the Relevant Authority**' field up to a maximum of 100 characters.

**Request Application Withdrawal**


**Notes to the Relevant Authority\***

It is mandatory to provide a reason, e.g. not going to continue with building a new shed. 88/100

**Document Upload (optional)**

Document	Document Category	Document Type
  Drop files here	--- Select One ---	--- Select One ---



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

 Are you sure you want to withdraw this application? Once an application is withdrawn, it cannot be reinstated.


5. Click on **Upload** to attach any documents supporting your withdrawal request.
6. Locate your document and drag-and-drop into the *Drop files here* field.

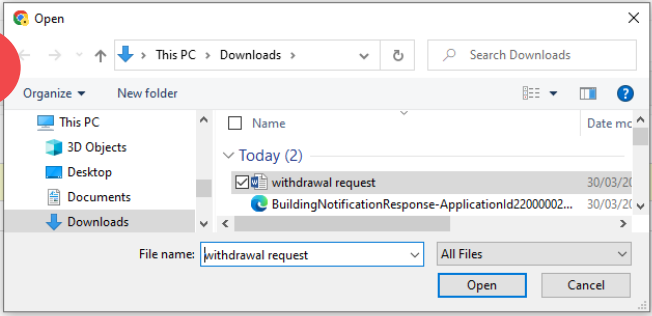
**Document Upload (optional)**

Document

  Drop files here

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

 Are you sure you want to withdraw this application? Once an application is withdrawn, it cannot be reinstated.




- 7. The uploaded document is automatically categorised as an ‘Applicant Document’ and ‘Application Withdrawal Request’.
- 8. Click **Confirm** the withdrawal of your application.

### Request Application Withdrawal

**Notes to the Relevant Authority \***

It is mandatory to provide a reason, e.g. not going to continue with building a new shed88/100

**Document Upload (optional)**

Document	Document Category	Document Type
<div> <b>withdrawal request</b> DOCX – 20 KB</div> <div><div>UPLOAD</div><div>Drop files here</div></div>	<div>Applicant Document</div> <div>--- Select One ---</div>	<div>Application Withdrawal Request</div> <div>--- Select One ---</div>

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

⚠ Are you sure you want to withdraw this application? Once an application is withdrawn, it cannot be reinstated.

CANCEL

8

CONFIRM

- 9. Select **Okay** to acknowledge the submission of your withdrawal request.

**Development application: 22000148**

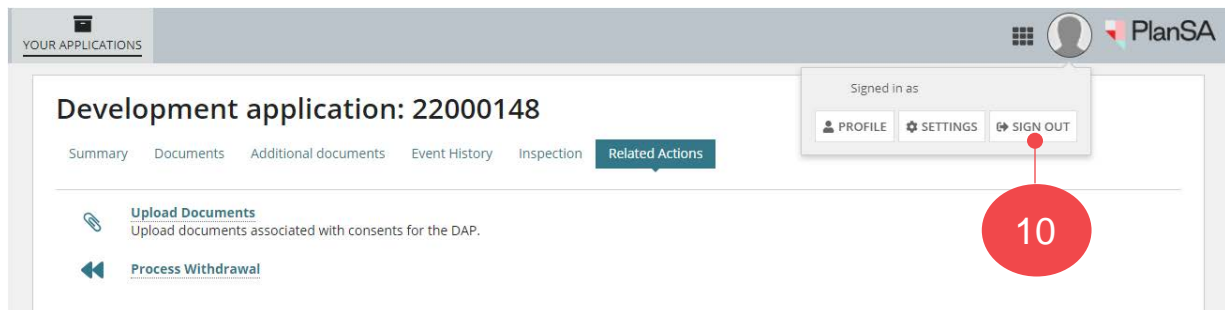
[Summary](#)[Documents](#)[Additional documents](#)[Event History](#)[Inspection](#)[Related Actions](#)

Your withdrawal request for application #22000148 has been submitted

9

OK

10. You are returned to the **Relevant Actions** page. Go to your **profile** icon to sign out.



## What happens next?

### Confirmation of the Request

An email will provide confirmation that your withdrawal request has been submitted, and the relevant authority will receive the same.

### Cancellation of the Withdrawn Application Request

When a relevant authority cancels your withdrawal request, this is only performed after making contact with you (as the applicant) and establishing the request was made in error. An email notification will advise the cancellation of your withdrawal request.

### Acceptance of the Withdraw an Application Request

When a relevant authority accepts your withdrawal request, you will receive a confirmation email with links to view the application from your dashboard or directly view the development application. In both instances you will be prompted to log into your online account, if not already.



## 2. Refund of Paid Fees

On acceptance of the withdrawal the relevant authority may refund part or none of the paid assessment fees depending on the extent of assessment work already undertaken.

When it is determined by the assessing authority that a fee refund applies, an email notification will advise that this has occurred and Refund Advice generated.

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

### View the Refund Advice

- Click on the view the ‘documents section’ of the development application link within the Invoice Refund email notification and log in, if not already.

The Development application **Documents** page displays.

- Select the **Invoices** filter from the **Additional document filters** list to show the ‘Refund Advice’.

### Development application: 21000527

[Summary](#)[Documents](#)[Event History](#)[Related Actions](#)

**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

☒ Application

☒ Planning and Land Division Consent

☒ Building Consent

**Additional document filters**

☐ Snapshots

☒ Invoices

☐ Other Documents

3

1

2

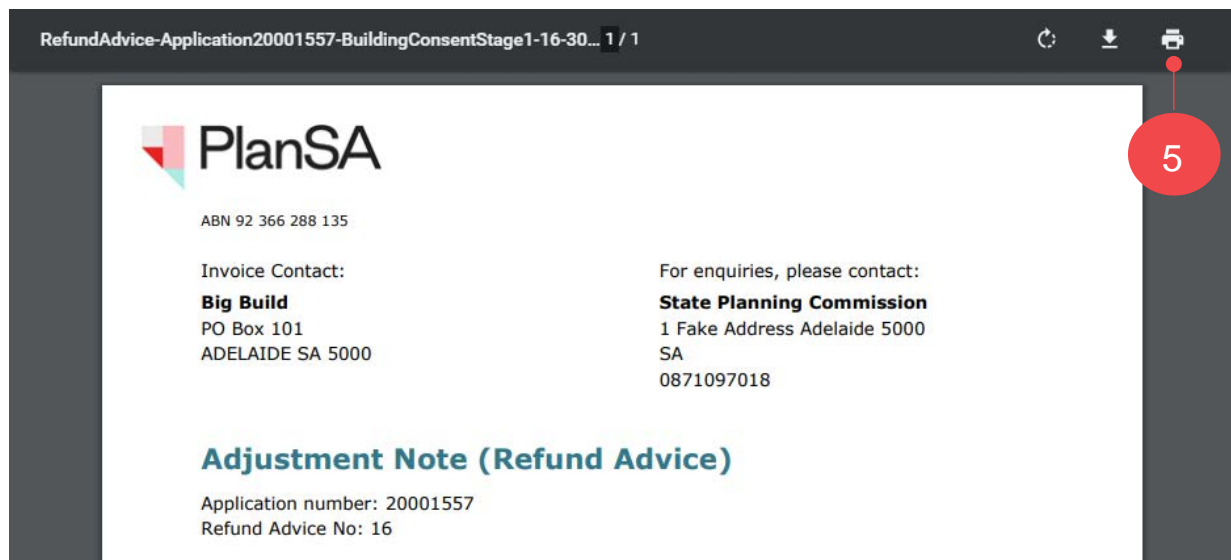
3

	Document	Type	Date Created
<input type="checkbox"/>	* Refund Advice - Application 21000527 - Planning and Land Division Consent - 248.pdf	Refund Advice	30 Mar 2022 16:27
<input type="checkbox"/>	TaxInvoice-Application21000527-PlanningAndLandDivisionConsent-3212-55364.pdf	Tax Invoice	30 Jun 2021 10:33

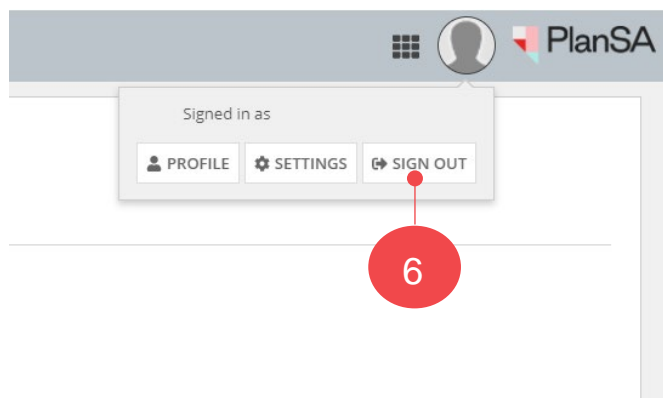
4. Open the **Refund Advice** file downloaded.



5. Review the Refund Advice and **print** (as required).



6. Go to your **profile** icon and sign out.







For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**

Department for Trade  
and Investment