

Background

Only an application with 'development approval' can be cancelled.

On submitting an application request the council that granted the development approval receives an email notifying a 'cancellation request' has been submitted.



A Cancellation request has been submitted for Application ID – 21002337

View the [Development Application](#).

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

When the cancellation request has been confirmed or cancelled the applications contact receives an email confirming the cancellation request has been confirmed, or cancelled.

Included instructions

- [Process cancellation request](#)
- [Cancel the cancellation request](#)
- [Confirm the cancellation request](#)

Related Instructions

- How to – Request a cancellation of an application with development approval

Before you begin

Log in to the ePlanning system and the **Assessments** dashboard is showing.

Process cancellation request

1. Search using the application **ID** number provided in the email.
2. Remove the **Assigned to me only** flag to view all applications for the organisation.
3. Click on the application **ID** number to view details.

Development application processing

This is the
TRAINING

Submit mandatory building notification
Submit mandatory Re-Inspection notification

FOR YOUR ACTION (18)

ASSESSMENT IN PROGRESS (33)

WAITING (14)

UPCOMING (2)

COMPLETED (15)

BUILDING NOTIFICATIONS (2)

1 results for: "21002337"

Assigned to me only

ID	Owner	Location	Nature of Development
21002337	T Automation	2 HUNTINGTON AV FULHAM SA 5024	Test application for Release 3.01

The Development application **Summary** is shown with the action 'Process Application Cancellation Request'.

4. Click on the **Related Actions** tab to process the cancellation.

Development application: 21002337

Summary

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

This application currently requires 1 action from you

Process Application Cancellation Request
⊖

Development location(s)

2 HUNTINGTON AV FULHAM SA 5024

Title ref CT 5214/227 **Plan parcel** F119308 AL90 **Council** City of West Torrens



5. Click on **Process Cancellation** to commence.

Development application: 21002337

Summary Documents Event History Inspection **Related Actions**

Apply for Variation

Process Cancellation

6. Review the **Applicants Comments** and determine if the request performed in error or is a genuine request and then perform the applicable action.

Process Application Cancellation Request

Applicant Comments
Not proceeding with the development

If you are satisfied that the Applicant intended to cancel 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 cancelled it cannot be reinstated.

Cancel the cancellation request

On determining the request was initiated in error then cancel the request. The application contact will receive an email notification advising the cancellation of the request.

1. Click on **Cancel Request**.

Process Application Cancellation Request

Applicant Comments
Not proceeding with the development

If you are satisfied that the Applicant intended to cancel 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 cancelled it cannot be reinstated.


2. Click on **YES** to confirm the cancellation of this request.


Do you wish to Cancel this Cancellation request?

The **Related Actions** screen is shown with the Cancel Application option available.

Development application: 21002337

Summary Documents Event History Inspection **Related Actions**

 **Apply for Variation**

 **Cancel Application**

Confirm the cancellation request

On determining the request was genuine then confirm the cancellation request. The application contact will receive an email notification advising the confirmation of the cancellation request.

1. Click on **Confirm Cancellation**.

Process Application Cancellation Request

Applicant Comments
Not proceeding with the development

If you are satisfied that the Applicant intended to cancel 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 cancelled it cannot be reinstated.


2. Click on **YES** to confirm the cancellation of this request.

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

The **Related Actions** screen is shown.

3. Click on **Summary** to view the Assessment Status details for each of the consents.

Development application: 21002337

 [Apply for Variation](#)

The **Summary** screen shows all consents and development approval updated to 'Cancelled'.