

How to...

# Request cancellation of an application with development approval



Government of South Australia  
Attorney-General's Department



Version 1.0  
Software version 3.04.0

## Background

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

The council that granted the development approval will receive your 'Application Cancellation Request' and will be advised of your request by email.

## Included instructions

- [Submit an application cancellation request](#)
- [Notified of Cancellation Request – Cancelled by council](#)
- [Notified of Cancellation Request – Confirmed by council](#)

## Related Instructions

- How to – Process an application cancellation request

## Before you begin

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

## Submit an application cancellation request

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1. Click on the **ID** number of the application to view the details.

### Your applications

This is the

# TRAINING

Start a new application

Access an application submitted by someone else

Submit mandatory building notification

FOR YOUR ACTION (26)

UNDER ASSESSMENT (395)

DRAFT (9)

LAND DIVISION CERTIFICATES (7)

CERTIFICATE OF OCCUPANCY (9)

FINALISED (62)

#### For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged
21002294	T UserOne	33 ROWE AV NORTHFIELD SA 5085	demolition of an existing dwelling	City of Port Adelaide Enfield	17 Mar 2021

1

2. Click on **Related Actions** to show the **Cancel Application** option.
3. Click on the **Cancel Application**.

## Development application: 21002294

Summary
Documents
Sharing access
Variation Requests
Certificate of Occupancy

2
 Related Actions

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↔
Apply for Variation

⏪
Cancel Application

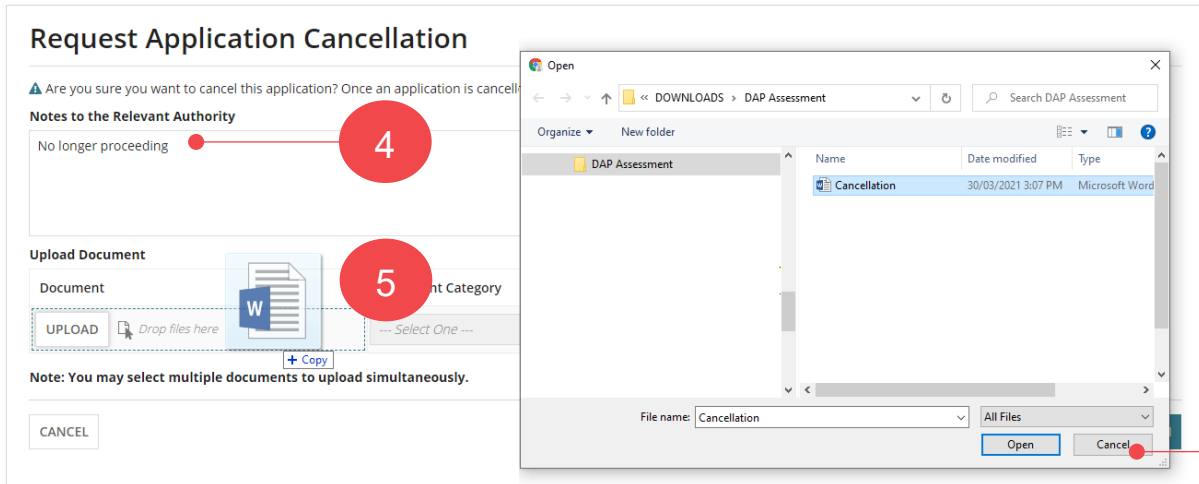
3

⚡
Create Application for Certificate of Occupancy

Create Application for Certificate of Occupancy

⚡
Statement Of Compliance Form

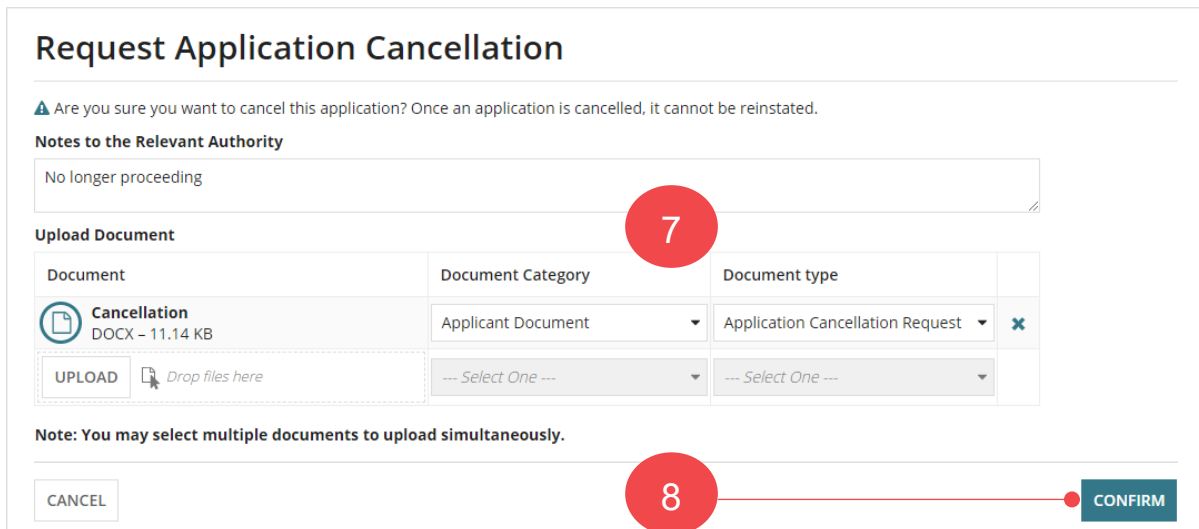
4. Type a reason for requesting the cancellation of the application in the **Notes to the Relevant Authority** field.
5. Click on **Upload** and drag-and-drop a supporting document or letter into the Drop files here field.
6. Click on **Cancel** to close the Open window.



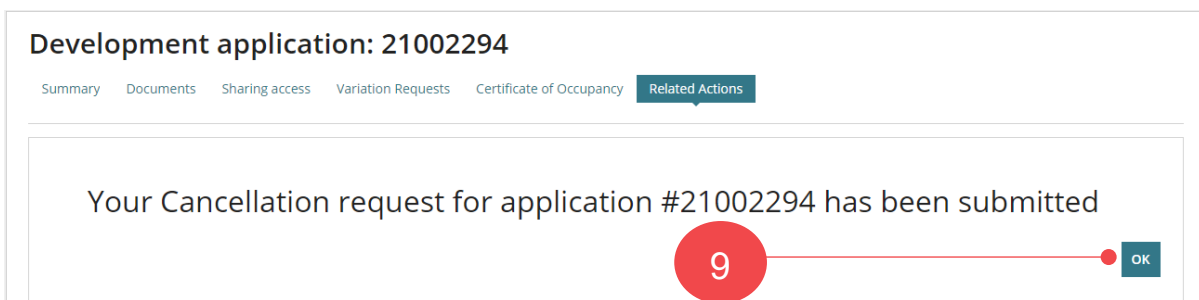
7. Categorise the document/s completing the fields as follows:

- **Document Category** = Applicant Document
- **Document Type** = Application Cancellation Request

8. Click on **Confirm** to complete the request.



9. Click on **OK** to the cancellation confirmation message.

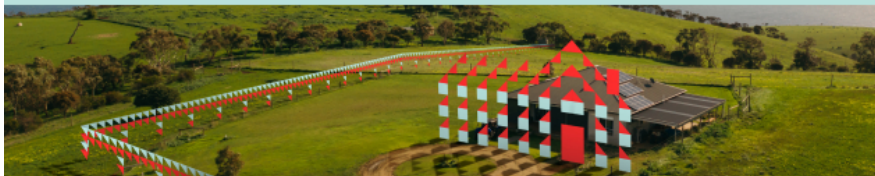


The **Related Actions** screen shows and is with the council to review and confirm the cancellation request.

## Notified of Cancellation Request – Cancelled by council

Upon reviewing the cancellation request and confirming the request was performed in error following conversations with the application contact/s an email notification will advise the application cancellation request has been cancelled, i.e. not accepted and the application's development approval remains in place.

Cancellation of cancellation Request – Application ID  
21002337



This email is to confirm that the cancellation request submitted for Development Application ID 21002337 has been cancelled by the Relevant Authority.

Please use the following links to go to the dashboard or the application.

View the [Dashboard](#).

View the [Development Application](#).

## Notified of Cancellation Request – Confirmed by council

Upon reviewing the cancellation request and confirming the request was not performed in error the cancellation is confirmed and you will receive an email notification will confirming the application cancellation has occurred.

Confirmation of cancellation Request – Application ID  
21002337



This email is to confirm that the cancellation request submitted has been processed and pursuant to Section 119 (14) and/or Section 143 (1) of the Planning, Development, & Infrastructure Act 2016 the Development Application ID 21002337 is now cancelled with no ability to reinstate the application. If future development is anticipated, a new application is to be submitted with the Relevant Authority.

Please use the following links to go to the dashboard or the application.

View the [Dashboard](#).

View the [Development Application](#).