

How to withdraw a development application

An applicant can withdraw a development application (DA) at any time after submission and prior to its determination (policy reference: *Section 40 of the Environmental Planning and Assessment Regulation 2021*).

If the application has a status of “In progress”, please refer to *How to cancel an “In progress” application* Quick Reference Guide to cancel your application.

Withdraw a development application

To withdraw your application:

1. Log in to the NSW Planning Portal, **locate** and **open** the relevant development application from your dashboard.

Active workCompleted work

Application Type

All

	Days Elapsed	Submitted Date	Reference Number
		8/02/23	PAN-22336

2. Click Actions menu and **select** “Withdraw” from the dropdown list.

Online DA - StateReference number: PAN-22336Pending lodgement

Request related application

Actions

RefreshWithdrawProvide Additional Information

3. **Enter** the date of withdrawal and the reason for withdrawal.

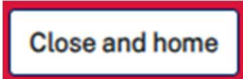
Note: The reason for withdrawal will be included in the email to the consent authority.

Withdraw

Are you sure you want to withdraw this application?

Date of withdrawal

Reason of withdrawal

4. If you have supporting documentation, Click Upload Click Select files (s) or drag and drop your file(s) in the space provided Categorise the file type(s) Click Attach.	 The 'Attach Documents' dialog box shows a dashed box for dragging and dropping files, a paperclip icon, the text 'Drag and drop files here', the word 'or', a 'Select file(s)' button, a 'Cancel' button, and an 'Attach' button.
5. Click “Submit”.	 A dark blue button with the text 'Submit' in white.
6. Click “Close and home” to return to the dashboard.	 A button with the text 'Close and home' in blue, outlined with a red border.

What happens next

- A system generated email is sent to the consent authority and the referral agency or Planning Panel Secretariat (if applicable) advising of the withdrawal of the application. Note: The applicant is copied on this email for their records.
- The application status will change to “Withdrawn”. The application will remain visible under the Completed work tab for future reference.

More information

We have developed a range of support materials, including Quick Reference Guides for other services and Frequently Asked Questions (where applicable), to assist you when using the NSW Planning Portal digital services. You can access these via in the [Help and Resources section](#) of the NSW Planning Portal. We encourage you to scan these resources prior to contacting the Customer Support team.

We also offer a range of training sessions on the NSW Planning Portal digital services. You can view and/or register for upcoming training on the [Information and Training sessions page](#) of the NSW Planning Portal.

If you require further assistance, please contact ServiceNSW on 1300 305 695 or submit an enquiry online. If you are calling from outside Australia, please call +61 2 8894 1555.