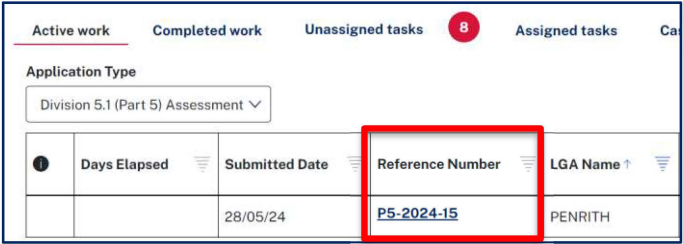
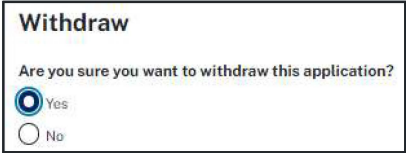
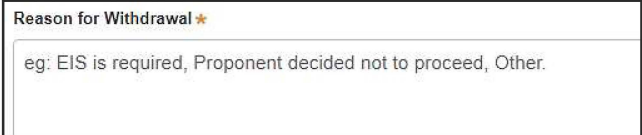


How to withdraw a Division 5.1 activity

The proponent can withdraw a Division 5.1 (Part 5) activity at any time after submission prior to its determination. This quick reference guides outlines the steps to do so.

Withdraw a Division 5.1 activity

1. Log in to the Portal, locate and open the relevant Division 5.1 activity from your 'Active' work dashboard.	
2. When the application is open, select 'Withdraw' from the Actions menu.	
3. Select 'Yes' to indicate you are sure you want to withdraw the application.	
4. The withdrawal date will prepopulate. Note: You can adjust it if required.	
5. Enter a reason for withdrawing the activity.	
6. Click 'Submit'.	

What happens next

- A system generated email is sent to the consent authority and the referral agency (if applicable) advising of the withdrawal of the application. Note: The proponent 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- The application status will change to 'Withdrawn'.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.