

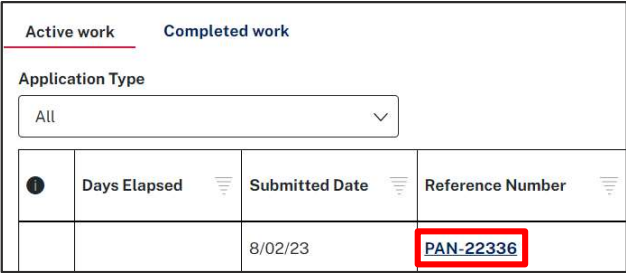
How to withdraw a development application on an applicants’ behalf

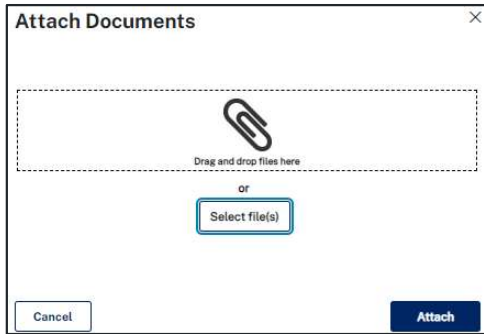
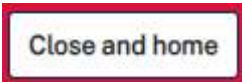
An applicant can withdraw a development application (DA) at any time after submission and prior to its determination. This action is **to be completed by the applicant**, as referenced in *Section 40 of the Environmental Planning and Assessment Regulation 2021*. Please refer the applicant to the *How to withdraw a development application* Quick Reference Guide.

If the applicant is unable to completeti this action, and you have their written approval to withdraw the application, please complete the steps below.

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.	
2. Click Actions menu and select “Withdraw” from the dropdown list.	
3. Enter the date of withdrawal and the reason for withdrawal. <u>Note</u>: The reason for withdrawal should be that provided by the applicant in writing.	

4. Attach the written approval from the applicant to withdraw the application, click Upload click Select files (s) or drag and drop your file(s) in the space provided categorise the file type(s) click attach.	
5. Click submit.	
6. Click "Close and home" to return to the dashboard.	

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- The application status will change to "Withdrawn".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.