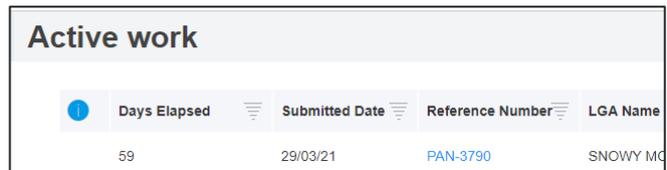# Withdrawing a Development Application

Applicants can withdraw a development application (DA) at any time prior to its determination.

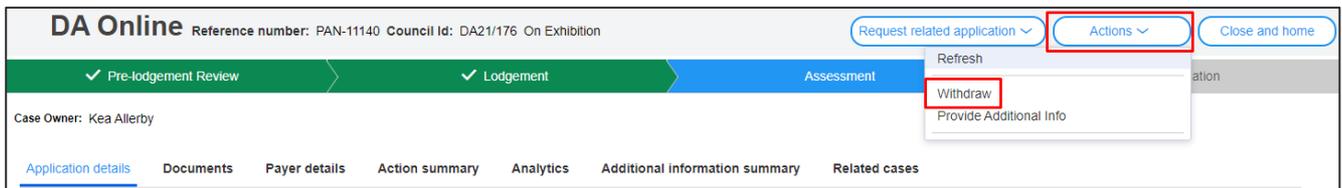Follow the below steps to withdraw your development application.

Getting started

1. Once logged in to the NSW Planning Portal, **locate** and **open** the relevant development application in your Active Work.	**Active work** ⓘ Days Elapsed ≡ Submitted Date ≡ Reference Number≡ LGA Name 59 29/03/21 PAN-3790 SNOWY MC

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

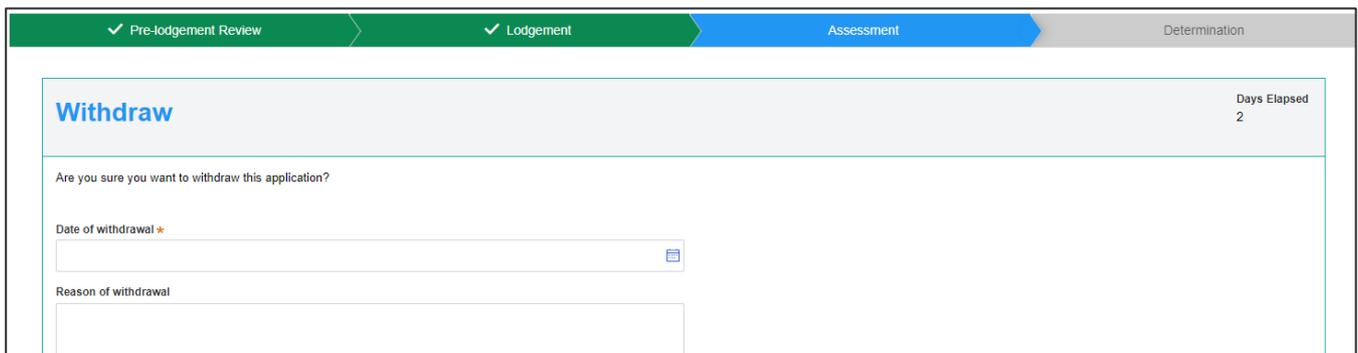DA Online Reference number: PAN-11140 Council Id: DA21/176 On Exhibition

Request related application ⌄   Actions ⌄   Close and home

✓ Pre-lodgement Review   ✓ Lodgement   Assessment   ation

Refresh
Withdraw
Provide Additional Info

Case Owner: Kea Allerby

Application details   Documents   Payer details   Action summary   Analytics   Additional information summary   Related cases

3. The Withdraw screen will display. **Enter** the date of withdrawal and the reason for withdrawal below.

✓ Pre-lodgement Review   ✓ Lodgement   Assessment   Determination

Withdraw   Days Elapsed
                                                                             2

Are you sure you want to withdraw this application?

Date of withdrawal ★

Reason of withdrawal

4. To upload a document, you may **click** Upload and **select** or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.	**Upload**
5. **Click** Submit.	**Submit**

End of steps

What Happens Next?

Council will receive a system generated email advising of the withdrawal.

The system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.

- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.