

Development Application | Council

How to process a request to voluntarily surrender a development consent

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Acknowledgement of Country

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How to process a request to voluntarily surrender a development consent

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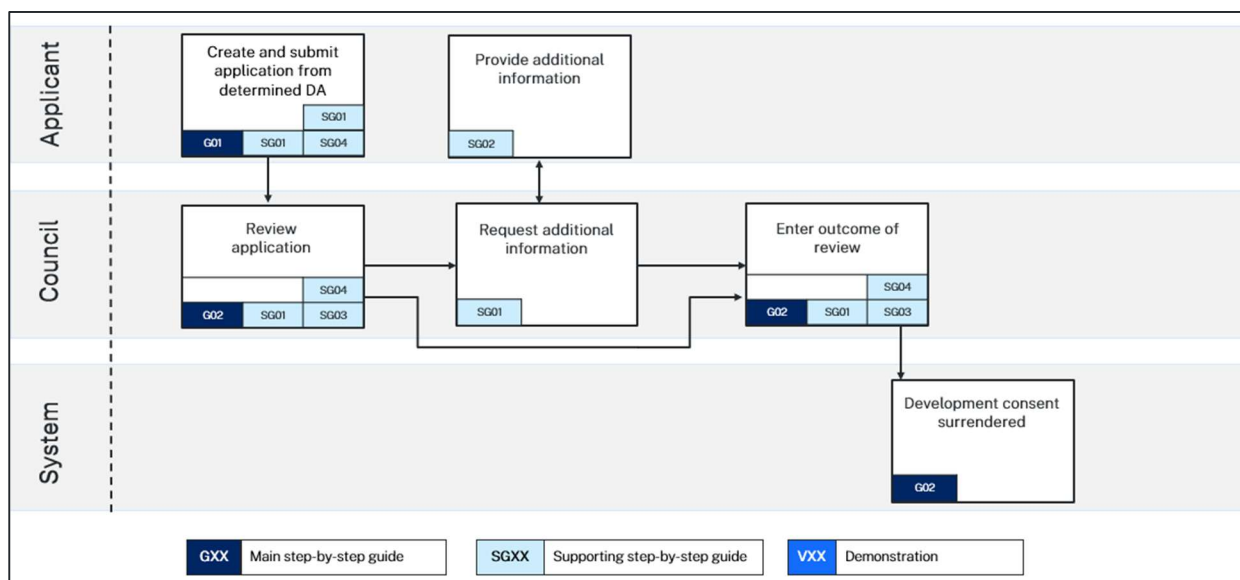
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Introduction

NSW councils can receive and process requests to surrender a development consent through the NSW Planning Portal. This is the formal process by which a person relinquishes the approval previously issued to undertake a specific development.

This guide outlines how to review the surrender request and input the outcome. Council can also request additional information if required to support their review.

Workflow



Caption: This workflow includes references to the related support resources, the details of which are in the 'More information' section of this guide.



Note: You will need a NSW Planning Portal council user account to be able to use this functionality. To register a new account, refer to the *How to register for a NSW Planning Portal* step-by-step guide.

Steps

 **Tip:** Mandatory fields are marked with an *asterisk. You must complete all mandatory fields on the application and any desired fields as required.

1. **Log in** to the NSW Planning Portal to display your dashboard.

Active work Completed work Unassigned tasks 3742 Assigned tasks Case status						
Application Type All ▾						
1	Days Elapsed ▾	Submitted Date ▾	Reference Number ▾	LGA Name ▾	Site Address ▾	Status ▾
			ROC-1661			In progress
			CNR-16672	BLACKTOWN	32 CHRISTY DRIVE SCHOFIELDS 2762	Pending Referral Submission

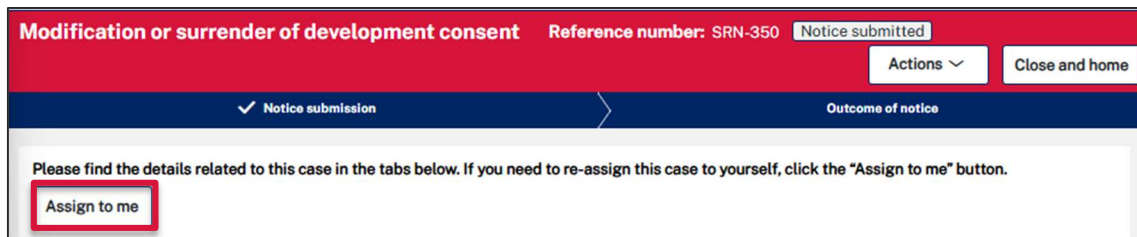
2. **Select** the 'Unassigned tasks' tab, then **select** the 'DA Council WB' work basket.

Active work Completed work Unassigned tasks 3742 Assigned tasks Case status	
 Certificate Register - Council WB	1,575
 Certificate WB	893
 Complying Development Certificate (CDC)	649
 DA Council WB	468
 PP Council WB	92

3. **Locate** the 'Modification or surrender of development consent' notice, then **click** the reference number (SRN-xxx) to open it.

Active work Completed work Unassigned tasks 3742 Assigned tasks Case status							
DA Council WB							471
1	Days Elapsed ▾	Submitted Date ▾	Reference Number ▾	LGA Name ▾	Site Address ▾	Status ▾	Application Type ▾
		10/09/26	PAN-49330	BLACKTOWN	14 LILLYANA STREET SCHOFIELDS 2762	Pending lodgement	Development Application
		10/09/26	SRN-353	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Notice submitted	Modification or surrender of development consent
		10/09/26	SRN-350	BLACKTOWN	186 BLACKTOWN ROAD BLACKTOWN 2148	Notice submitted	Modification or surrender of development consent

- Click 'Assign to me'.



Modification or surrender of development consent Reference number: SRN-350 Notice submitted

Actions Close and home

✓ Notice submission Outcome of notice

Please find the details related to this case in the tabs below. If you need to re-assign this case to yourself, click the "Assign to me" button.

Assign to me

- Select the 'Assign this task to me' checkbox, then click 'Submit'.

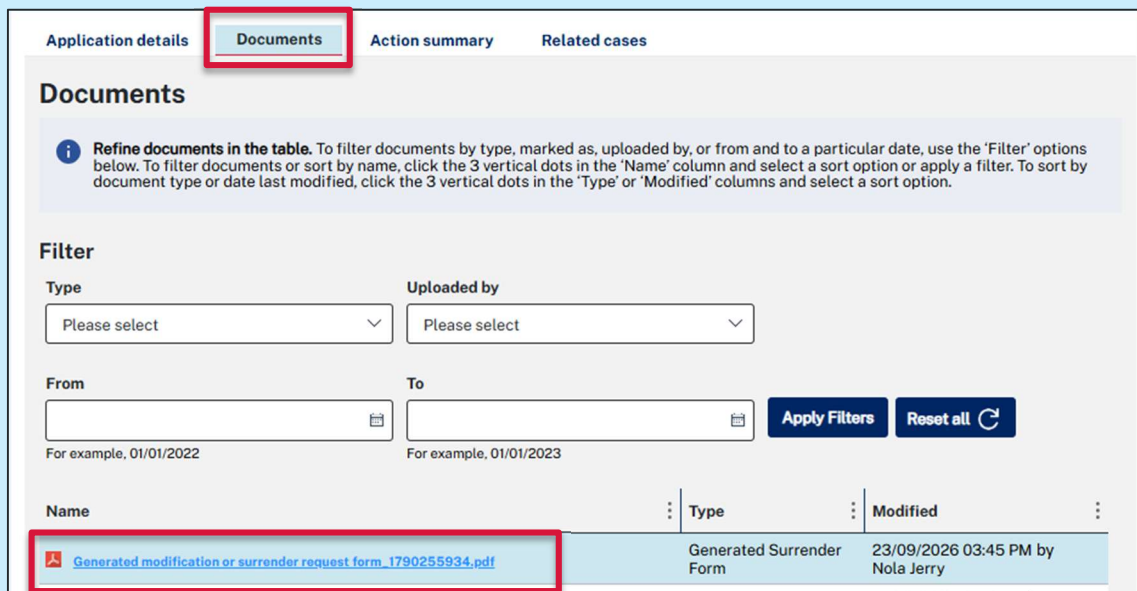


Assign this task to me

☐ Assign this task to me

Cancel Save and exit Submit

Note: Council users can review the system-generated surrender application form in the review harness. **Open** the 'Documents' tab and **select** the generated PDF to view the information submitted by the applicant. You may need to have downloads enabled to open the form.



Application details Documents Action summary Related cases

Documents

Refine documents in the table. To filter documents by type, marked as, uploaded by, or from and to a particular date, use the 'Filter' options below. To filter documents or sort by name, click the 3 vertical dots in the 'Name' column and select a sort option or apply a filter. To sort by document type or date last modified, click the 3 vertical dots in the 'Type' or 'Modified' columns and select a sort option.

Filter

Type Uploaded by

Please select Please select

From To

For example, 01/01/2022 For example, 01/01/2023

Apply Filters Reset all

Name	Type	Modified
Generated modification or surrender request form_1790255934.pdf	Generated Surrender Form	23/09/2026 03:45 PM by Nola Jerry

6. **Review** the applicant's response to 'Has work on the approved development commenced?'. If the response is incorrect, select the correct response.

Outcome of notice	BT Black town
Has work on the approved development commenced? *	
☒ Yes	
☐ No	

If 'Yes' is selected, **indicate** if development carried out was in line with the approval, or has another arrangement been agreed.

Was the development carried out in line with the approval, or has another arrangement been agreed with the consent authority? *
☐ Yes
☐ No

If 'Yes' is selected, **enter** the details in the 'Compliance details' field.

Was the development carried out in line with the approval, or has another arrangement been agreed with the consent authority? *
☒ Yes
☐ No
Compliance details *
Remaining: 2000 characters

7. **Indicate** if the surrender of development consent will have a negative impact on third party or local area.

Would the surrender of development consent have a negative impact on third party or the local area? *
☐ Yes
☐ No

If 'Yes' is selected **provide** details of the negative impact.

Negative impact details *
Remaining: 2000 characters

8. **Indicate** if the surrender is acceptable.

Is the surrender acceptable? *

☐ Yes

☐ No

If 'No' is selected **provide** reason for not accepting.

Is the surrender acceptable? *

☐ Yes

☒ No

Reason for not accepting *

Explain why this surrender is not acceptable.

Remaining: 2000 characters

9. If required, **click 'Upload'** to attach an outcome notice or other supporting document.

Upload

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

Document type	File name	Upload status
Modification or surrender notice outcome		
Other		

a. **Select** the file or **drag and drop** it into the 'Attach Documents' screen

Please upload files in one of the following file formats: PDF, Word, Excel, JPEG, PNG or ZIP. Please ensure the ZIP file does not include any executable (.exe or .osx) file types. The maximum file size is 300 MB.

The file name can be up to 150 characters long.

If you want to upload the same document at a time.

If you need to amend any attached documents, click the 'Edit' button.

For more information on the documents you can attach, see the [Environmental Planning](#) page.

Upload

All uploaded files are scanned as a preventative measure, however we recommend you use appropriate and up-to-date antivirus software to protect your computer system.

Document type

Modification or surrender notice outcome

Other

Attach Documents

Drag and drop files here

or

Select file(s)

Cancel

Attach

b. Select the appropriate file category, then click 'Attach'.

Attach Documents

Drag and drop files here

or

Select file(s)

Name*	File	Category
Modification or surrender	Modification or surrender notice outcome.pdf	Modification or surrender notice outcome

Cancel

Attach

10. Click 'Submit' to record the outcome of the assessment.

Cancel

Save and exit

Submit

11. Click 'Close and home' to return to your dashboard.

Modification or surrender of development consent Reference number: SRN-3 Notice issued

Actions

Close and home

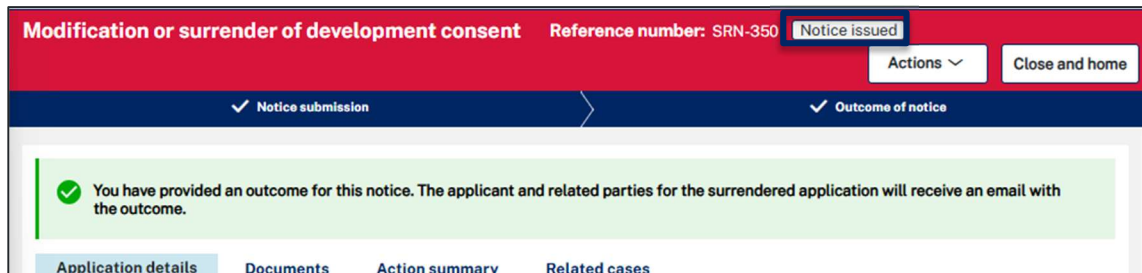
✓ Notice submission

✓ Outcome of notice

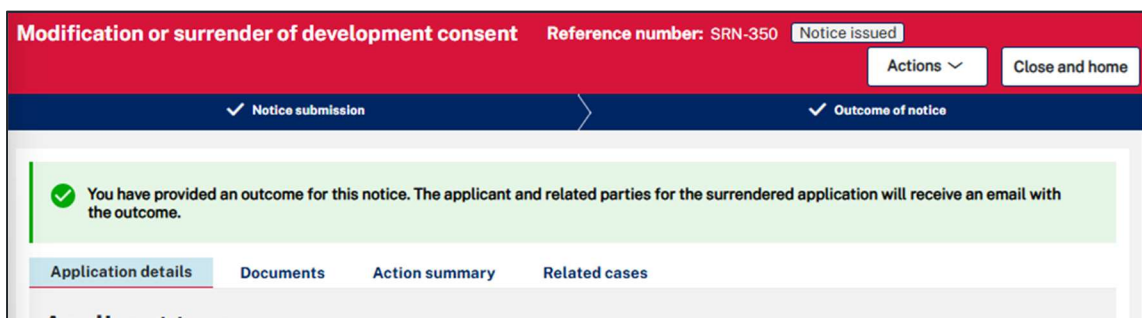
What happens next?

Once the outcome is submitted:

- The status of the surrender notice will update to 'Notice issued' or 'Notice not issued'.



- The applicant and related parties will receive a system-generated email advising them of the outcome.
- If the surrender is accepted, the related development application status will update to 'Surrendered'.
- The applicant will no longer be able to request related applications or certificates for the surrendered development consent.
- A warning will appear on determined related applications and certificates advising that the related development consent has been surrendered and the application cannot be acted on.
- The completed surrender notice will be available from the 'Completed work' tab on the dashboard.
- All details of the notice can be review via the review harness of the application.



- Council users can reopen the surrender notice to view the application details, outcome, documents, action summary and related cases.

More information

Need help using the NSW Planning Portal?



View the Support Hub

24/7 access to step-by-step guides, short videos and frequently asked questions.



Submit an online assistance form

Submit a support enquiry via our online form.



Call customer support

For urgent or complex support needs, call the team on 1300 305 695.



Attend a training session

Learn to use the NSW Planning Portal in an online training session.

Recommended step-by-step guides

Other step-by-step guides that you may find useful are listed below:

Reference	Title
G02	How to process a request to voluntarily surrender a development consent
SG01	How to request additional information
SG03	How to re-assign an application
SG04	How to withdraw a development application

Note: the reference numbers are from the workflow in the introduction.

These documents can be found on the [NSW Planning Portal Support Hub](#).