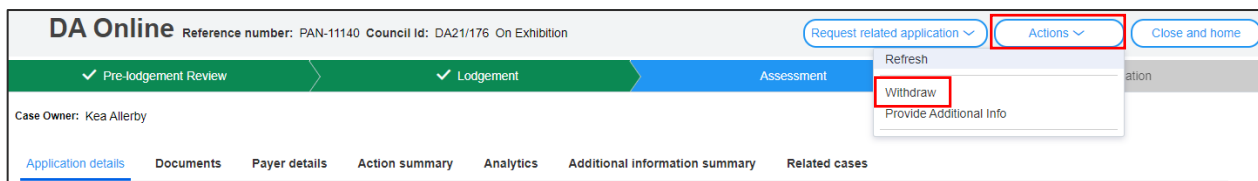


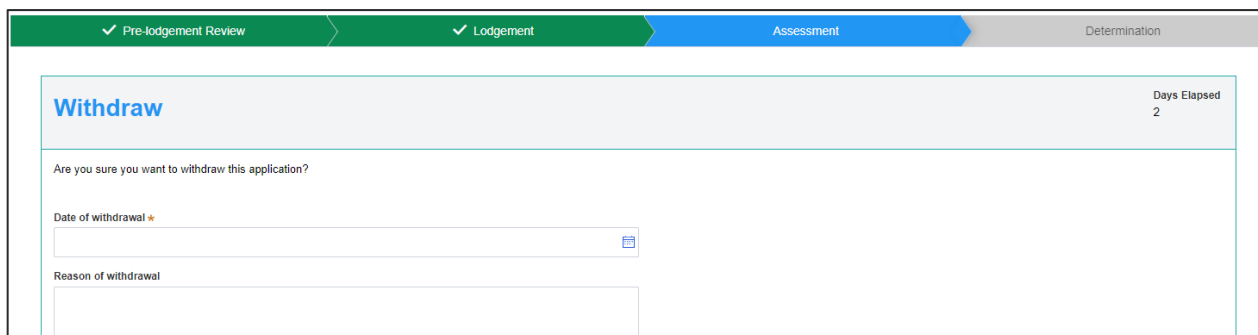
Applicants can withdraw a development application (DA) at any time prior to its determination. Follow the below steps to withdraw your development application.

## Withdraw a DA

1. When the application is open, **click** Actions and **select** Withdraw from the dropdown list.



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



The screenshot shows the 'Withdraw' screen. At the top, there is a progress bar with four stages: 'Pre-lodgement Review' (checked), 'Lodgement' (checked), 'Assessment' (active), and 'Determination'. Below the progress bar, there is a 'Withdraw' header and a 'Days Elapsed 2' indicator. The main content area contains a confirmation message: 'Are you sure you want to withdraw this application?'. Below this, there are two input fields: 'Date of withdrawal' (with a calendar icon) and 'Reason of withdrawal'.

3. To upload a file, **click** Upload then **click** Select file(s) or **drag and drop** your file(s). Categorise the file type(s) before **clicking** Attach.

Upload

4. **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- The system will update the status of the case to Withdrawn. Withdrawn DAs remain visible under your Completed Work queue for future reference.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.
- View more quick reference guides, FAQs and support resources on our support page at <https://www.planningportal.nsw.gov.au/support/how-guides> and/or contact ServiceNSW on 1300 305 695.