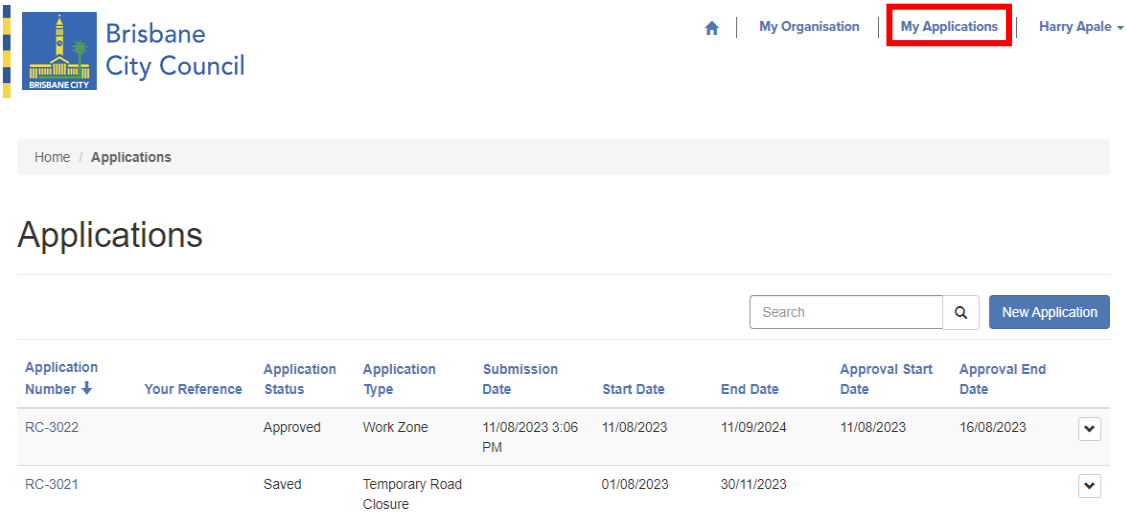
Withdrawing an application – Road Corridor Permit System

If you no longer require a road closure permit from Brisbane City Council, applicants can withdraw an application at any stage of the assessment process prior to approval.

A withdrawn application means the applicant does not wish to proceed with this application.

If you wish to resubmit this application later, you are required to submit a new application.

Council does not reimburse application fees for any application withdrawn after it was submitted as it is a non-refundable application fee as listed in Council's schedule of fees and charges. You can view the schedule of fees and charges on Council's website.

Step #	Navigation
Step 1	To withdraw an application you have submitted, select the "My Applications" button from the top navigation bar to view a list of applications. 

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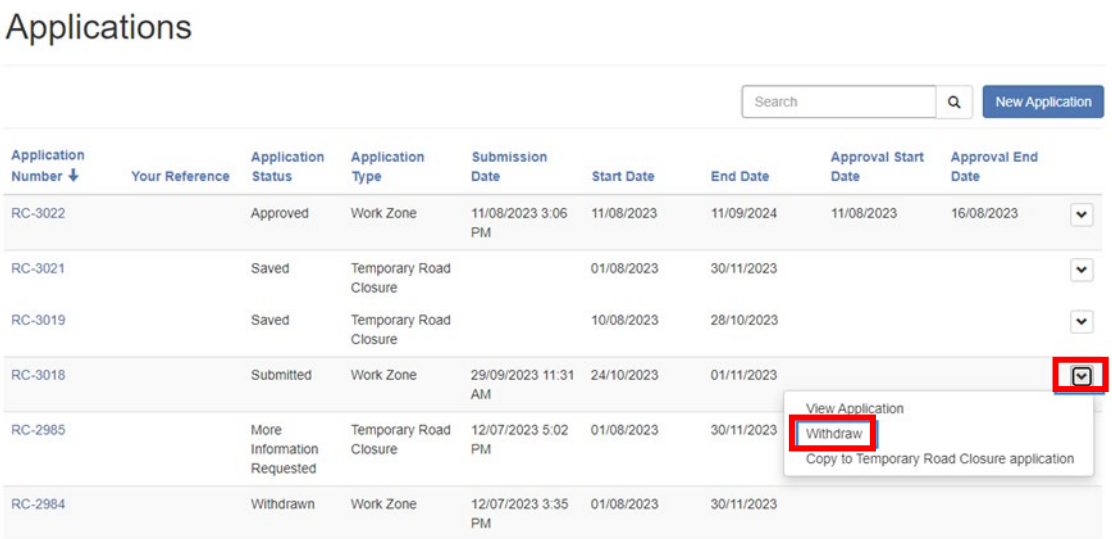
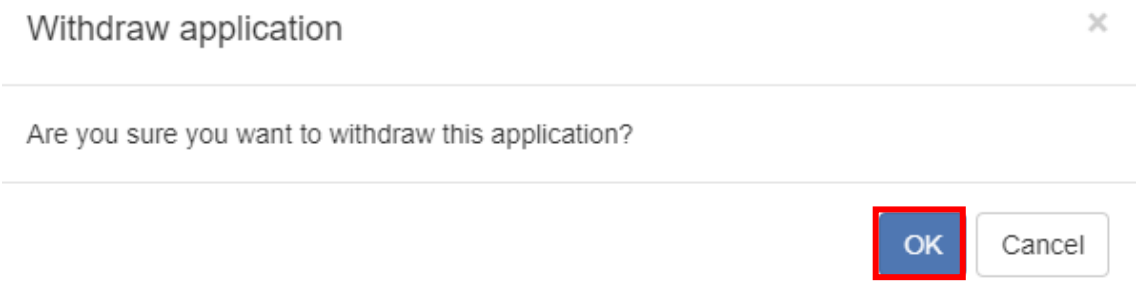
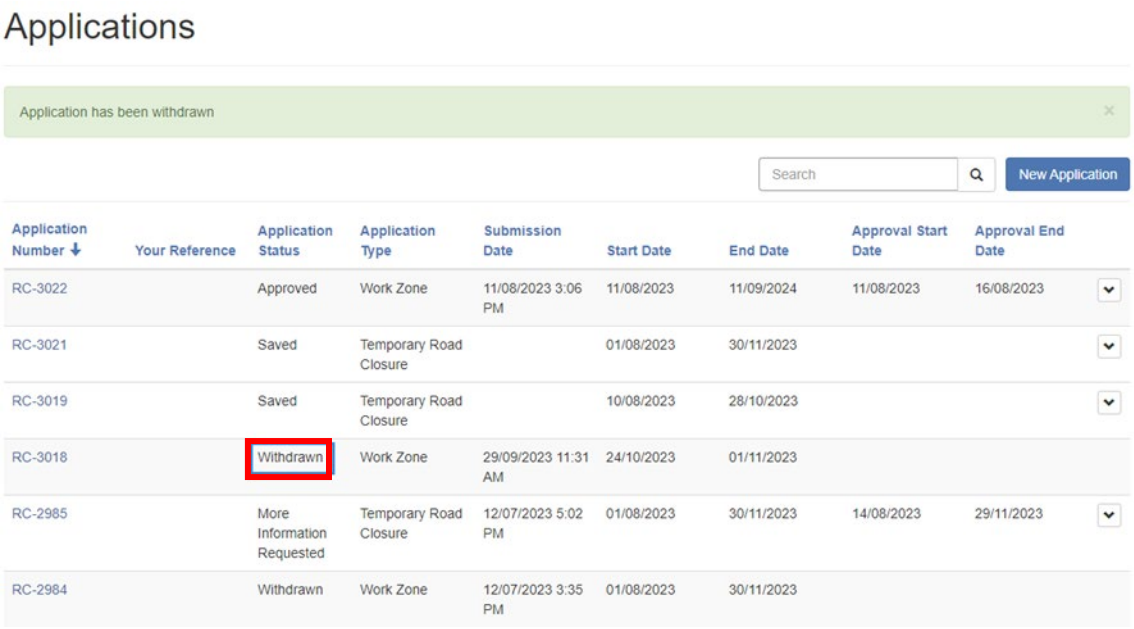
Step #	Navigation
Step 2	Find the application you wish to withdraw, press the down arrow in the far-right hand column against the relevant application, and select “Withdraw”.  You will notice three options when selecting the down arrow: 1. View application. This selection will take you into the application. 2. Withdraw application. As discussed in this guide 3. Copy to TRC application. In this example the application type is for a Works Zone and allows you to copy all information from this works zone application into a new TRC application saving time on data re-entry. If the application was a TRC application, you will have a similar option to copy information to a works zone application.
Step 3	When asked if you are sure you want to withdraw this application, select “OK” to continue. This extra step prevents people from choosing the withdraw option in error. 

Step #	Navigation
Step 4	You will notice a confirmation message and the status of your application will have updated to withdrawn.  Application Number ↓ | Your Reference | Application Status | Application Type | Submission Date | Start Date | End Date | Approval Start Date | Approval End Date RC-3022 | Approved | Work Zone | 11/08/2023 3:06 PM | 11/08/2023 | 11/09/2024 | 11/08/2023 | 16/08/2023 RC-3021 | Saved | Temporary Road Closure | 01/08/2023 | 30/11/2023 RC-3019 | Saved | Temporary Road Closure | 10/08/2023 | 28/10/2023 RC-3018 | Withdrawn | Work Zone | 29/09/2023 11:31 AM | 24/10/2023 | 01/11/2023 RC-2985 | More Information Requested | Temporary Road Closure | 12/07/2023 5:02 PM | 01/08/2023 | 30/11/2023 | 14/08/2023 | 29/11/2023 RC-2984 | Withdrawn | Work Zone | 12/07/2023 3:35 PM | 01/08/2023 | 30/11/2023