

How do I delete a Permit Application?

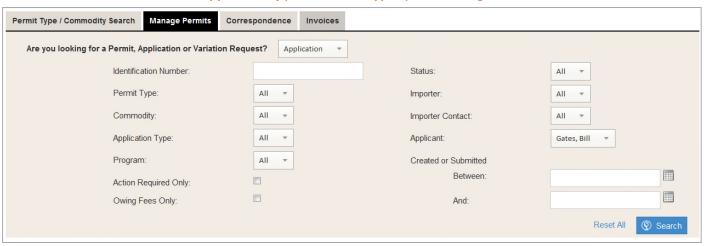
This task card demonstrates how to delete Permit Applications from your Manage Permits list.

1. Search Applications

BICON allows you to delete saved incomplete applications if required.

To delete an application, go to **Permits** in the top menu on the home page. Select the **Manage Permits** tab, and search by application.

Note: Select **Application** if you select **All Types** you will not get the tick box.



Note: You will only be able to delete applications in draft status.

2. Delete Selected Applications

Select the checkbox of the application that you wish to delete. Select the **Please select an action** dropdown, and select **Delete Selected Applications**. The application(s) will be deleted.

