

Background

On receipt of the email 'Issued' or 'Reissued' Land Division Certificate, complete the following instructions to locate and print the certificate.



1. Login to your Development Application account | PlanSA.



Locate Land Division Certificate

The Land Division Certification can be in one of the three locations.

2. Your Applications - Land Division Certificate tab only when staged and final stage not yet submitted. Else, View the Land Division Certificate from the development application Land Division tab.

FOR YOUR AC	TION (70)	UNDER ASSESSMENT (141)	DRAFT (0)		CERTIFICATE OF OCCUPANCY () FINALISED (151)		
Land Divisi	ion Cert	ificates			2			
ID ↓	1 Owner Location		Nature Of De	Nature Of Development		Status		
24000240	240 MyBusiness1 20 MINES RD CAMPBELLTOWN SA 5074		I SA 5074 Land division	Land division 1 into 2		Certificate(s) in progress	00	

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3. LD Certificates Dashboard and Completed tab

LD Certificates dashboard visibility

Is available only to volume applicants.

RAPPLICATIONS	LD CERTIFIC	ATES USER PRO	FILE			
Your ap	plicati	ions	3	Sea	rch	
Start a n	ew application	Acces	s an application ted by someone	Submit mandatory Submit mandatory Submit mandatory submit mandatory submit for the submit of the sub	ubmit building Star cation notification	t a new CROWN application
			eise			
SUBMITTED (7)	UNDER ASSE	SSMENT (1) ON	I HOLD (1) REAL	DY TO ISSUE (1) COMPLETED (4) DEPOSITED (0)		LALLS.
SUBMITTED (7) Application	UNDER ASSE	Applicant	Contact	DY TO ISSUE (1) COMPLETED (4) DEPOSITED (0)	Date Status Changed	L Status

3. Development application and Land Division Certificate tab

Summary	Documents	Land Division Certificates	Sharing access	Operative Dates	Related Actions					
© Development application 24000240										
Land Divisio	on Certificates f	or Planning and Land Divisio	on Consent				~			
Go to Devel	opment Approv	al Go to Planning and Land I	Division Consent							
Id 1 Re	e- Stage	d? Certificate St Number	tage Final Stage?	Submitted	Date Lapses	Status	Actions			
1945	No	001	No	28 May 202	24	Submitted				

View the Land Division Certificate from the development application Land Division tab

- 1. Search for the development application.
- 2. Click on application ID to view.

FOR YOUR A	CTION (1113)	UNDER ASSESSMENT (2566)	DRAFT (30)	AND DIVISION CERTIFICATES (96)	CERTIFICATE OF OCCUPA	FINALISED (1280)					
1 results for: "24000082"											
ID ↓	Owner	Location	Nature of Development		Relevant Authority	Lodged	Status				
24000082	T Applicant	97A ARTHUR ST N	MAGILL SA 5072	land division	City of Campbelltown	19 Jan 2024	Development Approval Granted				

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The **Development Application – Summary** page displays.

3. Click on Land Division tab to view a list of Land Division Certificate applications.

The **Land Division Certificate** page displays with a record of the request now 'Issued' and when a re-issue the certificate originally issued is recorded as 'Superseded'.

	Summary	y Docum	ents Land Divis	ion Certificates S	haring access O	perative Dates Re	lated Actions				
<	< Development application 24000082										
	Land Division Certificates for Planning and Land Division Consent										
	Go to Development Approval Go to Planning and Land Division Consent										
	ld Î	Re- issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions		
	Id ↑ 1826	Re- issue of	Staged? Yes	Certificate Stage Number 001	Final Stage?	Submitted Date	Lapses	Status Submitted	Actions		
	Id ↑ 1826 1827	Re- issue of	Staged? Yes Yes	Certificate Stage Number 001 002	Final Stage? No Yes	Submitted Date	Lapses	Status Submitted Superseded	Actions		
	ld ↑ 1826 1827 2247	Re- issue of 1827	Staged? Yes Yes Yes	Certificate Stage Number	Final Stage? No Yes Yes	Submitted Date 19 Jan 2024 19 Jan 2024 19 Jon 2024 19 Nov 2024	Lapses 3 Jun 2025	Status Submitted Superseded Reissue rejected	Actions		

The original and/or re-issued Land Division Certificate record is updated in the Breakdown section with 'Yes' in the **Confirmed Land Division Details**.

Land Di	ivision Certifica	te Stage Breako	lown				~	Consent Land Division Details	~
					Total		Confirmed	Land Division	
ld 1	Stage	Number of Allotments	Range of Allotments	Reserved Area	area of Land to	Balance Allotments	Land Division	Details	Value
	Number				be divided		Details	Application Type	Community (Community division and community strata)
1826	001	2	2	2	2	-	No	Number of existing allotments	2
1827	002	2	2	2	2	0	Yes		2
2247	002	2	2	2	2	-	No	Number of proposed allotments (excluding road and reserve)	2
2248	002	2	2	2	2	0	Yes	Proposed reserve area (m²)	2
								Area of land to be divided (m²)	2

4. Click on ID of the issued or re-issued Land Division Certificate.

Summary Documents Land Division Certificates Sharing access Operative Dates Related Actions

			•								
< Develo	pment appli	ication 24000082									
Land Div	Land Division Certificates for Planning and Land Division Consent										
Go to De	Go to Development Approval Go to Planning and Land Division Consent										
ld ↑	Re- issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions			
1826		Yes	001	No	19 Jan 2024		Submitted				
1827		Yes	002	Yes	19 Jan 2024		Superseded				
2247	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Reissue rejected				
2248	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Issued	Re-Issue			

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The **Land Division Certificate** is displayed with options to 'request re-issue' or withdraw certificate'.

Print Land Division Certificate

5. Click on **Documents** tab to view documents generated and uploaded during the issuing of the Land Division Certificate.

Land Divisi	on Certifica	ate: 2248 - S	tage Num	ber 002	REQUEST RE-ISSUE	WITHDRAW CERTIFICATE
Summary Docume	Clearance Requi	rements Fee Advices	Related Actions			
< Development applica	ation 24000082	5				
Land Division Certifica	ate Details			Issue Certificate Check	list	
Certificate Number	2248	Certificate Stage	002	All fees paid or	Yes 🥏	
Certificate Status	Issued	Number		waived?		
Application Number	24000082	Development Number	170/C403/24	ls certificate consistent?	Yes 🥑	
Development Approval Number	7364	Deposited Date		Confirmed Land	Yes 🥑	
Issuing Date	19 Nov 2024	Deposited Plan Number		Any outstanding	No 🥏	
Issuing Officer	TestSCAP Planning Services			clearance requirements?		
Operative Period End Date	3 Jun 2025					

6. Click on the document name with type 'Land Division Certificate' to download the document.

Land Division Certificate: 2248 - Stage Number 002

and Division Consent	Decision Documents	Plans	Superseded	
pproval	Decision Plans Documents Snapshots Invoices Other Documents		Superseded	
	Туре		Date Creat	
		Type Land Division Certi	Type	

7. The **Save As** window displays. Leave the default save location or select own folder location and then **Save** the document download location.

•	1	/our App	olication	ns - Deve	elopm	er 🗙 <mark>=</mark> La	and Division Certificate: 2248 - $ imes$	S test.app.plan.sa.gov.au/suite/v	IE X	+
\leftarrow	\rightarrow	C	0-0							
Docu	ment	down	load st	arted.	O s	ave As				× ow.
					7	→ ~ ↑ ↓	> This PC > Downloads >	✓ ひ Search Downloads		Q
						File name:	LandDivisionCertificate-567436 (1)			~
						Save as type:	Microsoft Word Document			\sim
					~ E	Prowse Folders		Save	Canc	el

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8. The download shows in the top right corner of the browser or navigate to the saved folder location to open and print.



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