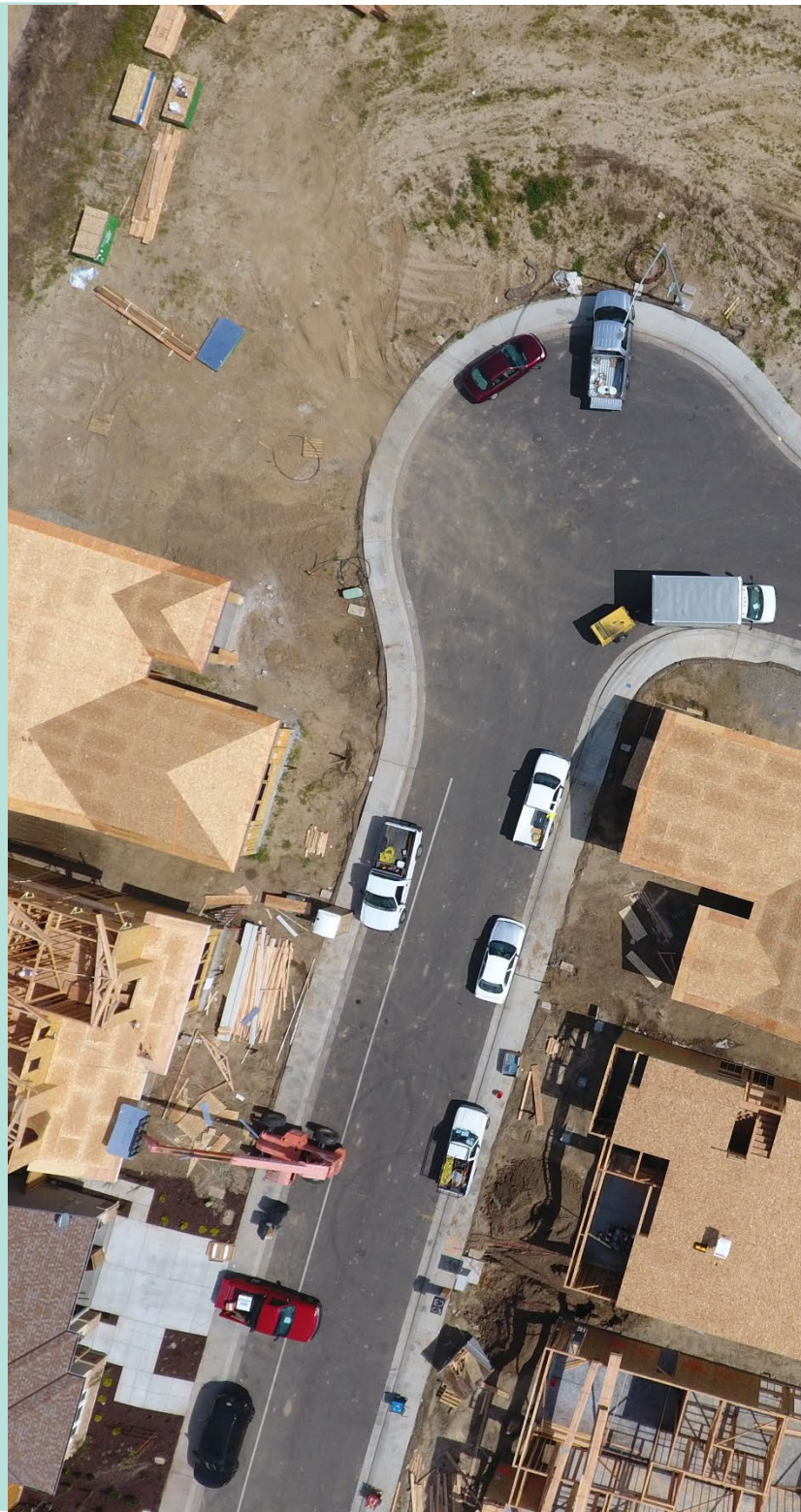


Guide for Relevant Authorities

Certificate of Occupancy

Revoke an Issued Certificate of Occupancy

Version 1.5



Government of South Australia

Department for Housing
and Urban Development

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Associated Instructions

1 **Receive Building Notification**

Refer to the guide '[Receive Building Notification](#)' for instructions on receiving the completion of building work and Statement of Compliance notification and how to record the 'inspection outcome'.

2 **Validate Certificate of Occupancy Application**

Refer to this guide for instructions to verify a valid application for a Certificate of Occupancy received for processing, and that all relevant documentation and fees have been received.

The Validate Certificate of Occupancy Application guide includes instructions on how to ...

- **Request for Documentation**
- **Request Fire Report**

3 **Issue a Decision for the Certificate of Occupancy Application**

Refer to this guide for instructions on how to 'issue' or 'refuse' a Certificate of Occupancy application.

4 **Revoke an Issued Certificate of Occupancy**

Refer to this guide for instructions on revoking an issued Certificate of Occupancy.

5 **Process an Appeal**

Refer to the guide for instructions on receiving and processing an appeal from an applicant in relation to Certificate of Occupancy conditions, regarding process, refusal or other reasons.

Revoke an Issue Certificate of Occupancy

Only the location council can ‘revoking’ an issued Certificate of Occupancy (CoO). An email is sent to the primary contact advising the Certificate of Occupancy has been revoked.

Locate the Certificate of Occupancy application

Locate the CoO application in the DAP system using the ID number of the CoO or the ID number of the development application provided within the email.

1. Login to the DAP system, if not already.
2. Click on **Certificate of Occupancy** option from your dashboard.
3. Click on **Completed** to view all issued CoO.
4. Locate the CoO and click on the Certificate **ID** number to open.

FOR YOUR ACTION (50)	WAITING (5)	UNDER APPEAL (0)	REVOKED (3)	COMPLETED (41)
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Completed

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Decision	Status
24002362	1388	10 JAMES ST CAMPBELLTOWN SA 5074	building work	10 Sept 2024	10 Sept 2024	Issued

Revoke the Certificate of Occupancy

5. Click **Decision** tab.
6. Click **REVOKE CERTIFICATE**.

Certificate of Occupancy for test building work at 10 JAMES ST CAMPBELLTOWN SA 50...

REVOKE CERTIFICATE

SummaryDocumentsChecklistFeesPerformance Solutions/VariANCESLimitations/ConditionsClocksDecisionBuilding NotificationsInspection

Related Actions

Development application 24002362

Help for this section

Certificate ID1388

Building Address10 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Workbuilding work

Building Class3

Submitted ByEPN TestNineteen - City of Campbelltown
Email: test.council.dpti+COUNCIL_CAMPBELLTOWN_CITY@gmail.com
Phone: 08 888 1111

Decision

Assessor	Decision	Decision Date	Reason	Actions
EPN TestNineteen	Issued	10 Sept 2024	-	

7. Complete the **Revoke Certificate of Occupancy** screen (as outlined below).
- **Reason:** select the reason applicable.

• **Additional details:** is not mandatory unless ‘Other’ is selected as the reason, where additional details will need to be provided and included in the email notification.

• **Upload:** supporting documentation (as required).
8. Click SUBMIT to complete.

Revoke Certificate of Occupancy

Certificate ID
1388

Building Address
10 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work
building work

Building Class
3

Submitted By
EPN TestNineteen - City of Campbelltown
Email:
test.council.dpti+COUNCIL_CAMPBELLTOWN_CITY@gmail.com
Phone: 08 888 1111

Reason *

Condition attached to certificate of occupancy not met or has been contravened

Additional details

Provide extra details as required

Document

Document Category

Document Type

UPLOAD Drop files here

--- Select One ---

--- Select One ---

Note: You may select multiple documents to upload simultaneously.

CANCEL

SUBMIT

The **Decision** screen displays with a record of the ‘revoked’ decision.

Certificate of Occupancy for test building work at 10 JAMES ST CAMPBELLTOWN SA 50...

SummaryDocumentsChecklistFeesPerformance Solutions/VariancesLimitations/ConditionsClocksDecisionBuilding NotificationsInspection

Related Actions

Help for this section

< Development application 24002362

Certificate ID
1388

Building Address
10 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work
building work

Building Class
3

Submitted By
EPN TestNineteen - City of Campbelltown
Email:
test.council.dpti+COUNCIL_CAMPBELLTOWN_CITY@gmail.com
Phone: 08 888 1111

Decision

Assessor	Decision	Decision Date	Reason	Actions
EPN TestNineteen	Revoked	23 Sept 2024	Provide extra details as required	More info
EPN TestNineteen	Issued	10 Sept 2024	-	

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development