

Guide for Relevant Authorities

Certificate of Occupancy

# Validate Certificate of Occupancy Application

Version 1.14



**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 recording the 'inspection outcome'.

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### 2 Validate Certificate of Occupancy Application

Refer to this guide for instructions to verify a valid application for a Certificate of Occupancy has been 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 Fee Advice Payment
  - 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.

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### 4 Revoke a Certificate of Occupancy

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

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### 5 Process an Appeal

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

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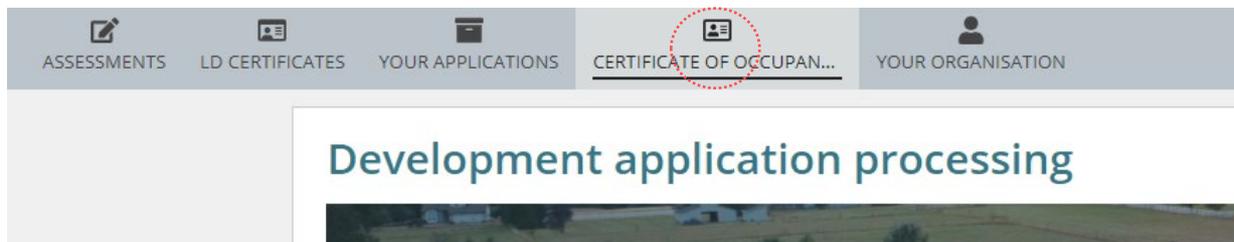
# 1. Open the Certificate of Occupancy Application

You will receive an email notification on submission of the Certificate of Occupancy (CoO) application by the applicant or re-assigned to you as the relevant authority during the validation of the CoO 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.

## Locate the Certificate of Occupancy application

1. Click on **Certificate of Occupancy** option from your dashboard.



2. Locate the CoO and click on the Certificate **ID** number to open.

FOR YOUR ACTION (13)   WAITING (0)   UNDER APPEAL (0)   REVOKED (1)   COMPLETED (8)

**For your action**

Application ID	Certificate ID ↓	Location	Building Work(s)	Initiated	Status	Days
23000968	1214	1 C WILLIAM ST TRANMERE SA 5073	surgery office and rehabilitation	13 Sept 2024	Awaiting Validation	🕒 -

## Locating the application through the assessment tabs

As the Certificate of Occupancy (CoO) application moves through the assessment process so does the application through the tabs of the dashboard. Refer to the table below for more information.

Tab	Status	Description of the task being undertaken	Time Frames
<b>For your action</b>	Awaiting validation	With the Relevant authority to commence application validation.	
	Validation in Progress	Relevant authority has commenced the application validation	
	Awaiting Decision	With the Relevant authority to make a decision.	<b>5 working days</b> to issue or reject

<b>Waiting</b>	Awaiting Mandatory Documentation	With the applicant to provide documentation. <i>As the relevant authority you have the ability to upload documentation on behalf of the applicant.</i>	
	Awaiting Payment	With the applicant to pay the certificate of occupancy fee. <i>As the relevant authority you have the ability to make a payment on behalf of the applicant.</i>	
	Awaiting Fire Report	With the applicant to provide the fire report(s). <i>As the relevant authority you have the ability to upload document on behalf of the applicant.</i>	Applicant has <b>15 working days</b> to provide the report
<b>Completed</b>	Refused	Application refused and the applicant advised.	
	Issued	Application approved and the applicant advised the Certificate of Occupancy available.	
<b>Under Appeal</b>	Under appeal	Record an appeal against a refused CoO and undertake the required action based on the court outcome.	
<b>Revoked</b>	Revoked	Issued CoO revoked and the applicant advised to apply for a new CoO.	

## 2. Review and Update Certificate of Occupancy Details

Throughout the validation and assessment, a more information panel (outlined) displays with Certificate ID number, all building addresses, building/building work, building classes when multiple building/building works and the name and contact details of the person who submitted the application.

### Certificate of Occupancy for Boarding House at : 1 James St Campbelltown SA 5074

START VALIDATION

Summary
Documents
Clocks
Building Notifications
Inspection
Related Actions

[Help for this section](#)

< Development application 25000741

<b>Certificate ID</b>	<b>Building Address</b>	<b>Building/Building Work</b>	<b>Building Work ID</b>	<b>Building Class</b>	<b>Submitted By</b>
1654	1 JAMES ST CAMPBELLTOWN SA 5074	Boarding house	13410	3	Test Applicant Email: dpttesting99+Applicant1@gmail.com Phone:

#### Certificate of Occupancy Details

**Certificate of Occupancy unassigned** [Assign](#)

**Certificate of Occupancy Status** Awaiting Validation

**Consent(s) / Stage(s)** Building Consent  
Date of development authorisation: 31 Mar 2025

**Building Address**

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
1 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 6299/903	D112867 AL100	CAMPBELLTOWN CITY COUNCIL

**Description of building** Boarding house

**Certificate will be issued by** City of Campbelltown

**Building / building work** test building wrk1

**Building work ID** 13410 [?](#)

**Building Classification(s)**

Classification 1 3 - Common place of residence for unrelated persons

Max number of Building Occupants 5

The **Application Contacts** shows all contacts involved in the application, includes the building owner and builder(s).

Application contacts		
<p><b>Applicant</b>  <b>Name:</b> Test Applicant  <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000</p>	<p><b>Preferred Contact Method:</b> Email</p>	<p><b>Alternative Phone:</b> Not provided  <b>Email:</b> dptitesting99+Applicant1@gmail.com</p>
<p><b>Primary Contact</b>  <b>Name:</b> Test Applicant  <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000</p>	<p><b>Preferred Contact Method:</b> Email</p>	<p><b>Alternative Phone:</b> Not provided  <b>Email:</b> dptitesting99+Applicant1@gmail.com</p>
<p><b>Invoice Contact</b>  <b>Name:</b> Test Applicant  <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000</p>	<p><b>Preferred Contact Method:</b> Email</p>	<p><b>Alternative Phone:</b> Not provided  <b>Email:</b> dptitesting99+Applicant1@gmail.com</p>
<p><b>Land Owner</b>  <b>Name:</b> Test Applicant  <b>Address:</b> 83 PIRIE STREET ADELAIDE SA 5000</p>	<p><b>Preferred Contact Method:</b> Email</p>	<p><b>Alternative Phone:</b> Not provided  <b>Email:</b> dptitesting99+Applicant1@gmail.com</p>
<p><b>Builder</b>  <b>Name:</b> Mr test builder  <b>Address:</b> 3 SOUTH TERRACE BALGOWAN SA 5573  <b>Builders Licence No:</b> 575454</p>	<p><b>Preferred Contact Method:</b> Email  <b>Phone:</b> 0492589654</p>	<p><b>Alternative Phone:</b> Not provided  <b>Email:</b> test.builder@gmail.com</p>

### 3. Validating the application

#### Overview of the Validation screen segments

The Certificate Validation process requires reviewing, updating and completing information on the following pages.

#### Relevant authority issuing the Certificate of Occupancy

Confirm you are the relevant authority issuing the Certificate of Occupancy or re-assign to another authority.

Where applicable provided Certificate of Occupancy superseding details.

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#### Occupancy Details

Confirm the address of the building and change as required.  
Review the building/building work.

---

#### Occupancy required documentation and evidence

Complete confirming the legislative requirements have been met.

---

#### Request for Documentation

Where further documentation is required to confirm the legislative requirements.

---

#### Fee Request

Issue the Certificate of Occupancy fee. Not applicable for building certifiers.

## Allocate a team member who will complete the application for Certificate of Occupancy

The allocation of team member or change of allocation can take place at any point throughout the assessment process, including post decision.

1. Click on **Assign** link.

### Certificate of Occupancy Details

Certificate of Occupancy unassigned



Certificate of Occupancy Status

Awaiting Validation

### View team workload

Prior to allocating a team member, view the current team workload.

2. Click on **View team workload** link.

### Certificate of Occupancy Details

Certificate of Occupancy unassigned





Certificate of Occupancy Status

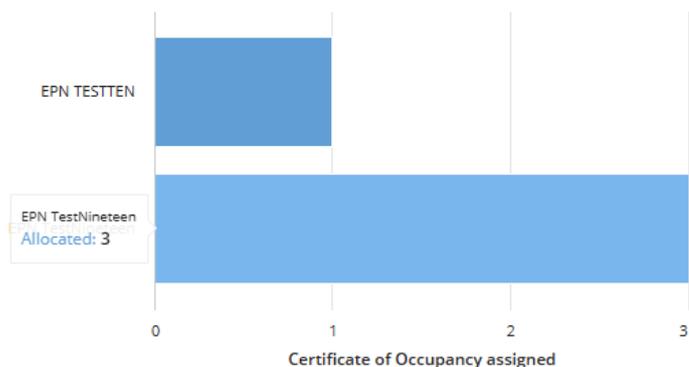
Awaiting Validation

A bar-graph shows all team members for the organisation and the number of active Certificate of Occupancy applications assigned.

Certificate of Occupancy unassigned

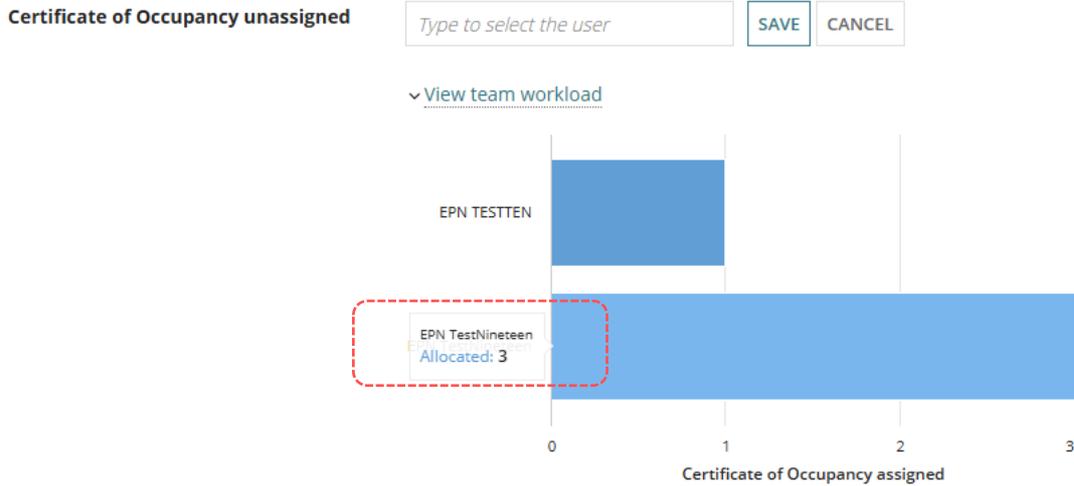



View team workload



### View team members allocated applications

3. Hover over the bar to view the allocation and then click on the bar to view a list of active applications.



A list of assigned active applications displays.

4. Click on **Back to all users** link.

Certificate of Occupancy unassigned

SAVE CANCEL

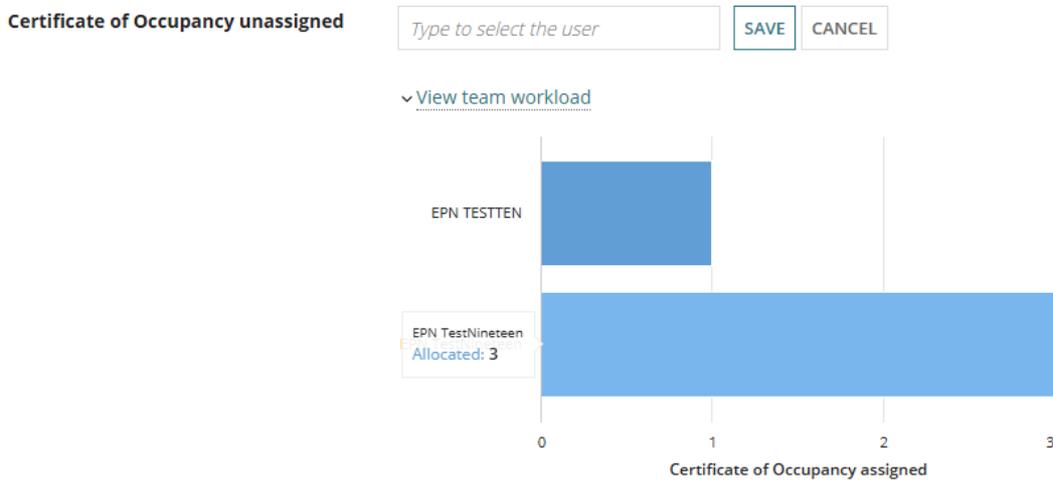
View team workload

[Back to all users](#)

Certificate of Occupancies assigned to EPN TestNineteen

Certificate ID	Application ID	Location	Building Work(s)	CoO Application Date	Status	Days
1308	24050013	9 LIASCOS AV NEWTON SA 5074	Single Storey dwelling	28 Jan 2025	Validation in Progress	🕒 -
1302	24050013	9 LIASCOS AV NEWTON SA 5074	Single Storey dwelling	24 Jan 2025	Pending Withdrawal	🕒 -

The bar-graph showing all team member allocations displays.



5. Click on **View team workload** link to close the bar-graph.
6. Start typing the team members name to return possible matches and then click on the team member name to select.

Certificate of Occupancy unassigned

Certificate of Occupancy Status

Awaiting Validation

7. Click **SAVE** to complete the allocation.

Certificate of Occupancy assigned to

EPN TestNineteen ✕

[> View team workload](#)

Certificate of Occupancy Status

Awaiting Validation

The team member allocation is completed, with an option to **Change** the allocation.

## Certificate of Occupancy Details

Certificate of Occupancy assigned to

EPN TestNineteen [Change](#)

Certificate of Occupancy Status

Awaiting Validation

The team member allocated will receive an email 'Certificate of Occupancy ID allocated for assessment' and same email is sent on change of allocation.

Certificate of Occupancy ID 1164 allocated for assessment –  
 Application ID 24048164  
 Applicant: Applicant One  
 Address: 1 JAMES ST CAMPBELLTOWN SA 5074



Certificate of Occupancy ID 1164 has been allocated to EPN TestNineteen to validate and issue a decision.

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

The team member allocated to the application for Certificate of Occupancy (includes assigned to me) can be viewed from the following dashboards

- FOR YOUR ACTION
- WAITING
- UNDER APPEAL
- REVOKED
- COMPLETED

<b>FOR YOUR ACTION (26)</b>	WAITING (23)	UNDER APPEAL (0)	REVOKED (3)	COMPLETED (15)			
<b>For your action</b>							
<input checked="" type="checkbox"/> Assigned to me only							
Certificate ID ↓	Application ID	Location	Building Work(s)	CoO Application Date	Status	Who	Days
1308	24050013	9 LIASCOS AV NEWTON SA 5074	Multi-Storey Dwelling 1	28 Jan 2025	Validation in Progress		-
1302	24050013	9 LIASCOS AV NEWTON SA 5074	Multi-Storey Dwelling 2	24 Jan 2025	Pending Withdrawal		-

### Task allocations

Tasks generated throughout the process of validating and issuing an application for Certificate of Occupancy will be assigned to the allocated team member in the For Your Action tab of the Assessments dashboard.

- Validate Certificate of Occupancy,
- Process Certificate of Occupancy Withdrawal Request
- Issue Certificate of Occupancy Decision

<b>FOR YOUR ACTION (131)</b>	ASSESSMENT IN PROGRESS (94)	WAITING (46)	UPCOMING (33)	COMPLETED (170)	BUILDING NOTIFICATIONS (36)	RECTIFICATION NOTIFICATIONS (1)	
<b>For your action</b>							
<input checked="" type="checkbox"/> Assigned to me only							
ID ↓	Owner	Location	Nature of Development	Lodged	Action	Who	Days
24050013	N Houston	9 LIASCOS AV NEWTON SA 5074	Multi-Storey Dwelling 1	23 Dec 2024	Validate Certificate of Occupancy		-

### Change or remove a team member allocation

1. Click on **Change** link.

## Certificate of Occupancy Details

Certificate of Occupancy assigned to

EPN TestNineteen [Change](#)

Certificate of Occupancy Status

Awaiting Validation

2. Click 'X' to remove the allocation.

Certificate of Occupancy assigned to

EPN TestNineteen 

[> View team workload](#)

Certificate of Occupancy Status

Awaiting Validation

3. The allocation is removed. Leave the application unassigned or start typing a different team members name to be assigned the application.

Certificate of Occupancy unassigned

t  
EPN TESTTEN  
EPN TestNineteen

Certificate of Occupancy Status

Awaiting Validation

## Validate application

1. Click on **Start Validation**.

Certificate of Occupancy for Boarding House at : 1 James St Campbelltown SA 5074

START VALIDATION

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Summary Documents Clocks Building Notifications Inspection Related Actions

[Help for this section](#)

< Development application 25000741

Certificate ID 1654	Building Address 1 JAMES ST CAMPBELLTOWN SA 5074	Building/Building Work Boarding house	Building Work ID 13410	Building Class 3	Submitted By Test Applicant Email: dptitesting99+Applicant1@gmail.com Phone:
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## Confirm Issuing Relevant Authority

### Council is the issuing authority

#### Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? \*

Yes
  No

The Certificate of Occupancy will be issued by:  
City of Campbelltown

REASSIGN

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes
  No

When council are both the building consent and development approval relevant authority **Are you the relevant authority that will be issuing the Certificate of Occupancy** defaults to **Yes** with the **council's name**. The Reassign button is visible and disabled.

### Building certifier is the issuing authority

#### Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? \*

Yes
  No

The Certificate of Occupancy will be issued by:  
Planning ACP One

REASSIGN

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes
  No

2. Leave the Yes default for **Are you the relevant authority that will be issuing the Certificate of Occupancy?**

### Reassign to another authority

The authorities available for selection is determined whether you are a building certifier, an Assessment Manager (council) or Regional Assessment Panel (RAP), or State Planning Commission (SPC). On reassignment, the new issuing authority is notified.

- Alternatively change to **No**, and the who will be issuing defaults with the location council name.

#### Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? *	<input type="radio"/> Yes <input checked="" type="radio"/> No	The Certificate of Occupancy will be issued by: City of Adelaide	<input type="button" value="REASSIGN"/>
<input type="button" value="CANCEL"/>			<input type="button" value="SUBMIT"/> <input type="button" value="SAVE DRAFT"/>

- Click **REASSIGN** to complete the reassignment.
- Click **COMPLETE**.

### Application was reassigned

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This application was reassigned to a different relevant authority. Please wait a minute while the reassignment is processed.

The **Certificate of Occupancy – Summary** shows with **Certificate will be issued by** updated with the new issuing authority.

#### Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Validation		
Consent(s) / Stage(s)	Building Consent Stage 1 Date of development authorisation: 22 May 2024		
Address of building	83 PIRIE ST ADELAIDE SA 5000		
	Title Ref	Plan Parcel	Council
	CT 6297/43	D129192AL789	Adelaide City Council
Description of building	3 storey apartment complex with mixed commercial use		
Certificate will be issued by	City of Adelaide		

## Superseding an existing Certificate of Occupancy

1. Determine if the **Certificate of Occupancy (CoO) is superseding an existing CoO** and choose the applicable option.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes  
 No

2. Select **Yes** and complete the following.
  - **Previous Certificate of Occupancy ID** (if applicable) – free text field.
  - **Date Issued** and **Date revoked**.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes  
 No

**Previous Certificate of Occupancy ID (if applicable)**

**Date issued \***

**Date revoked \***

3. Or select **No**, disabling fields **Previous Certificate of Occupancy ID**, **Date Issued** and **Date revoked**.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes  
 No

**Previous Certificate of Occupancy ID (if applicable)**

**Date issued**

**Date revoked**

## Occupancy Details

4. Leave the **Address of building** as default; when only one property location is listed.

### Edit Locations

5. Click on **Edit Locations**.

#### Occupancy Details

Address of the building/dwelling/tenancy :

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
1 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 6299/903	D112867 AL100	CAMPBELLTOWN CITY COUNCIL



Building Work:

Building/Building Work	Building Work ID	COO Building Description	Classification	Max Occupants
Boarding House	13410	Boarding House 14/4000	3 - Common place of residence for unrelated persons	5

The **Edit Certificate of Occupancy Locations** window shows with a single location or when an application has multiple locations, then all locations are shown including the selected location.

**Development location with additional address information**

- The 'Additional address information' is not mandatory and at-times is pre-populated with details specific to a building in a group of buildings (refer below example) or where the land division has not been created have provided the proposed lot details.

Select the Certificate of Occupancy addresses of the building / dwelling / tenancy \*

<input checked="" type="checkbox"/>	Development Location	Newly Created Address	Additional address information	Title Ref	Plan Parcel	Council
<input checked="" type="checkbox"/>	1 MURRAY DYER AV REMARK SA 5341		HSE 104 Parkland CcT	CT 6003/819	D72521AL1	REMARK PARINGA COUNCIL

Another example of when to provide additional address information, is when apply for a Certificate of Occupancy for a specific tenancy within a building.

**Single location**

### Edit Certificate of Occupancy Locations

Select the Certificate of Occupancy addresses of the building / dwelling / tenancy \*

<input checked="" type="checkbox"/>	Development Location	Newly Created Address	Additional address information	Title Ref	Plan Parcel	Council
<input checked="" type="checkbox"/>	1 JAMES ST CAMPBELLTOWN SA 5074	-		CT 6299/903	D112867 AL100	CAMPBELLTOWN CITY COUNCIL

CANCEL
SUBMIT

**Multiple locations**

- To change the locations, click on the  checkbox to de-select and click  checkbox to select the correct location/s.
- Click **SUBMIT** to apply updates.

### Edit Certificate of Occupancy Locations

Select the Certificate of Occupancy addresses of the building / dwelling / tenancy \*

<input type="checkbox"/>	Development Location	Newly Created Address	Additional address information	Title Ref	Plan Parcel	Council
<input checked="" type="checkbox"/>	3 JAMES ST CAMPBELLTOWN SA 5074	-		CT 6205/983	D118036 AL741	CAMPBELLTOWN CITY COUNCIL
<input checked="" type="checkbox"/>	4 JAMES ST CAMPBELLTOWN SA 5074	-		CT 5808/79	F128144 AL10	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	1 JAMES ST CAMPBELLTOWN SA 5074	-		CT 6238/90	D122403 AL252	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	1 JAMES ST CAMPBELLTOWN SA 5074	-		CT 5843/102	F172068 AL617	CAMPBELLTOWN CITY COUNCIL

CANCEL
SUBMIT

The **Address of the building/dwelling/tenancy** shows the updated locations.

**Occupancy Details**

Address of the building/dwelling/tenancy :

[Edit Locations](#)

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
4 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 5808/79	F128144 AL10	CAMPBELLTOWN CITY COUNCIL
1 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 6238/90	D122403 AL252	CAMPBELLTOWN CITY COUNCIL

9. Update the **COO Building Description**, as required.

The **Occupants** classification and the **maximum number** of occupants cannot be edited. **Information!** For a '1A building classification', the maximum occupants are not applicable.

**Occupancy Details**

Address of the building/dwelling/tenancy :

[Edit Locations](#)

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
1 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 6299/903	D112867 AL100	CAMPBELLTOWN CITY COUNCIL

**Building Work:**

Building/Building Work	Building Work ID	COO Building Description	Classification	Max Occupants
Boarding House	13410	Boarding House 14/4000	3 - Common place of residence for unrelated persons	5

## Complete the Occupancy required documentation and evidence

### Occupancy required documentation and evidence

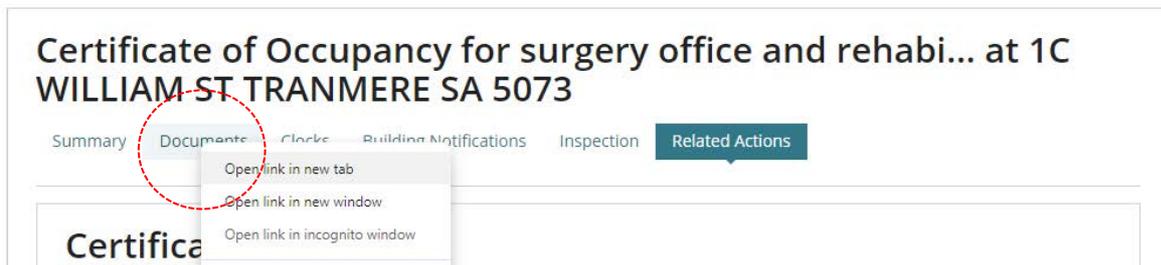
All duly completed Statements of Compliance (SOC) for the completed building work have been received? *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
---	---

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None specified
--	---

**Statement of Compliance required additional documents**  
 Ensure the below required documentation is uploaded with your application

Building Consent Stage	Building/Building Work	Required additional documents
-	surgery office and rehabilitation	checklist - compliance certificate

10. Right-click on the **Documents** tab and **Open link in a new tab**. This will allow you to check the uploaded documents whilst completing the evidence-based questions.



The **Documents** table will display the 'document types' (listed below) to assist with determining the applicant has provided the required documentation to confirm the legislative requirements have been met.

- Statement of Compliance
- Performance Solution assessment
- Building Notification
- Request for Documentation
- Specific to the Certificate of Occupancy workflow
- Decision Notification Form
- Development Approval
- Certificate of Occupancy
- Fire Report
- Inspection outcome

## Confirm Statement of Compliance is complete and provided

### A Statement of Compliance has been received

1. Click **Yes** a Statement of Compliance has been received. The **Statement of Compliance ID** window opens.

All duly completed Statements of Compliance (SOC) for the completed building work have been received? \*

Yes  
 No  
 Not Applicable

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B \*

--- Select One ---

**Part A of this Statement of Compliance was signed by \***

Main building work contractor  
 Registered building work supervisor  
 Building certifier  
 Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

**Part B of this Statement of Compliance was signed by \***

Owner  
 Owner's agent  
 Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add another Statement of Compliance](#)

### Statement of Compliance document not uploaded

An error message is shown advising the Statement of Compliance must be uploaded to proceed with the application.

2. Change the to **No** and request this from the applicant in [Request for documentation](#) instructions.

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B \*

--- Select One ---

**Statement of Compliance is required**  
 A Statement of Compliance must be uploaded into the Documents section of the application to proceed with completing the Certificate of Occupancy validation checklist.

**Part A of this Statement of Compliance was signed by \***

Main building work contractor  
 Registered building work supervisor  
 Building certifier  
 Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

**Part B of this Statement of Compliance was signed by \***

Owner  
 Owner's agent  
 Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add another Statement of Compliance](#)

3. Click on **Select the Statement of Compliance document to link with who is signing Part A and Part B** to view a drop-down list of Statement of Compliance document(s).

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B \*

--- Select One --- ▼

--- Select One ---

AdditionalDocumentsUploadedByApplicant-171842.docx

On selection, the Statement of Compliance document is available to download, and the system generated document ID number is displayed.

Statement of Compliance ID: 171842 ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B \*

AdditionalDocumentsUploadedByApplicant-171842.docx ▼

**i** Open the attached Statement of Compliance to verify or check the names provided for Part A and Part B and update if required.

Document	Document Number
AdditionalDocumentsUploadedByApplicant-171842.docx	171842

4. Confirm the *Statement of Compliance form* Part A and Part B signed by 'matches' the shown names within **Part A** and **Part B** fields.

The **Part A and Part B of this Statement of Compliance was signed by** defaults with the selection made by the individual who submitted the first building/building work building notification.

**Part A of this Statement of Compliance was signed by\***

Main building work contractor

Registered building work supervisor

Building certifier

**Licensed Building Work Contractor\***

Big Bigger Best Homes (Builder) ▼

Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add new Licensed Building Work Contractor](#)

[+ Add from your application contacts](#)

**Part B of this Statement of Compliance was signed by\***

Owner

Owner's agent

**Owner\***

EPN Nineteen (Land Owner) ▼

Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add new Owner](#)

[+ Add another Statement of Compliance](#)

5. When the name of the Statement Compliance form is different to the name displayed, then add new **licensed building work contractor**, **Add from your application contacts** or **Add new owner** following the [Add a different Part A or Part B Signatory](#) instruction.
6. As applicable, flag the Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation.
7. As required, select ‘**Add another Statement of Compliance**’ and complete the SOC details.

**Statement of Compliance not received**

You cannot proceed without a completed SOC. Request this from the applicant in [Request for documentation](#) instructions.

<p>All duly completed Statements of Compliance (SOC) for the completed building work have been received? *</p>	<p> <input type="radio"/> Yes  <input checked="" type="radio"/> No  <input type="radio"/> Not Applicable                 </p>	<p><b>⚠ You will not be able to issue a Certificate of Occupancy until a Statement of Compliance for the completed building work has been received.</b></p>
--	---	---

**Statement of Compliance is Not Applicable**

You are certifying the legislative requirements for proceeding without a Statement of Compliance have been satisfied.

Other than for a swimming pool or a bushfire shelter, a Statement of Compliance (SOC) for a Class 10 building is not required.

<p>All duly completed Statements of Compliance (SOC) for the completed building work have been received? *</p>	<p> <input type="radio"/> Yes  <input type="radio"/> No  <input checked="" type="radio"/> Not Applicable                 </p>	<p><b>⚠ By selecting this option you certify that the legislative requirements for proceeding without a Statement of Compliance have been satisfied.</b></p>
--	---	--

## Add a different Part A or Part B Signatory

1. Select + **Add new ...** available within the section being completed.

### Part A of this Statement of Compliance was signed by

- Add new licensed building work contractor
- Add new registered building work supervisor
- Add new building certifier

### Part B of this Statement of Compliance was signed by

- Add new Owner
- Add new Owner's agent

### Part A of this Statement of Compliance was signed by\*

- Main building work contractor
- Registered building work supervisor
- Building certifier

 [Add new Building Certifier](#)

 [Add from your application contacts](#)

2. The Contact Type will default, for example 'Building Certifier'.
3. Leave INDIVIDUAL default and then fill in the form with the individual details from the *Statement of Compliance form*.

### Edit Building Certifier

\* Contact Type

INDIVIDUAL  BUSINESS

**Title \***

**First Name \***  
  
100 characters maximum

**Last Name \***  
  
100 characters maximum

**Licence Number \***

- Alternatively, you can change the contact type to **Business** and then fill in the form with the business details from the *Statement of Compliance form*.

### Edit Building Certifier

\* Contact Type Building Certifier

INDIVIDUAL
BUSINESS

**Business Name \***

Liz Public

100 characters maximum

**Licence Number \***

54654

50 characters maximum

**Postal Address \***

101 GRENPELL STREET, ADELAIDE ✕

- Click **SAVE** to create the contact.

The contact is created and populates the **Building Certifier** field (in this example).

**Part A of this Statement of Compliance was signed by \***

Main building work contractor

Registered building work supervisor

Building certifier

**Building Certifier \***

Jimmy B Certifiers (Building C... ▼
+ Add new Building Certifier

### Add who completing Part A from application contacts

The feature 'Add from your application contacts' is only available for accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

1. Click **Add from your application contacts**.

Statement of Compliance ID: 522083 ▼

**Select the Statement of Compliance document to link with who is signing Part A and Part B \***

Statement Of Compliance.docx ▼

**i** Open the attached Statement of Compliance to verify or check the names provided for Part A and Part B and update if required.

Document	Document Number
* Statement Of Compliance.docx	522083

**Part A of this Statement of Compliance was signed by \***

Main building work contractor

Registered building work supervisor

Building certifier

**Licensed Building Work Contractor \***

Big-Homes Designs (Builder) ▼

[Add new Licensed Building Work Contractor](#)

Add from your application contacts

The **Search standard contacts** page displays.

2. Click in the field to search for a builder, registered building work supervisor or building certifier.
3. Select the required builder.

**Search standard contacts \***

--Select a Value-- ▼

Q Search

--Select a Value--

Mr Joe Builder, 104 FULLARTON ROAD NORWOOD SA 5067, 0883704024

Builder one, 83 PIRIE STREET ADELAIDE SA 5000, 01111111

4. Click **ADD**.

**Search standard contacts \***

Mr Joe Builder, 104 FULLARTON ROAD NORWOOD SA 5067, 0883704024

CANCEL

ADD

### Confirm statement of compliance required additional documents

The **Statement of Compliance required additional documents** will list any documents specified by the assessor or displays 'none specified'.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None specified
--	---

Statement of Compliance required additional documents		
Ensure the below required documentation is uploaded with your application		
Building Consent Stage	Building/Building Work	Required additional documents
-	Boarding House	None Specified

- 8. Choose the applicable response to **All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c))?**

Refer to the **Documents** tab to compare against the specified documents.

- Select **Yes** confirming all specified documents are supplied.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> None specified
--	--

Statement of Compliance required additional documents		
Ensure the below required documentation is uploaded with your application		
Building Consent Stage	Building/Building Work	Required additional documents
-	Boarding House	None Specified

- If **No** then request the required documentation from the applicant in complete [Request for documentation](#) instructions.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> None specified	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
--	--	--

- Or **None specified** then continue to the next question.

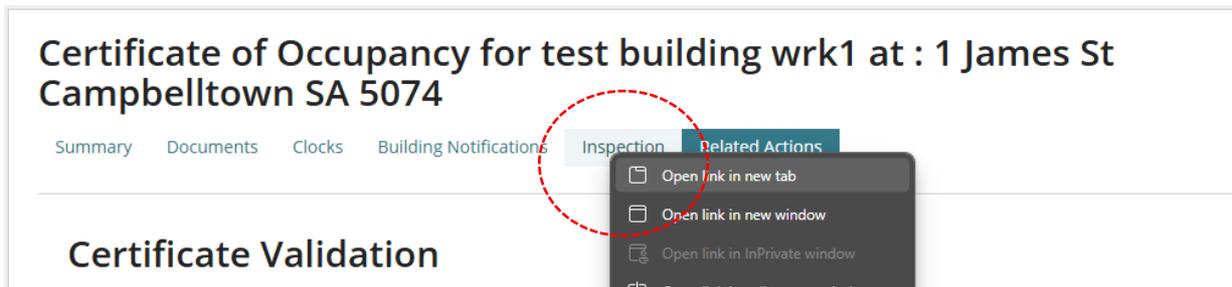
All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> None specified
--	--

**Confirm rectified or satisfactorily addressed non-conformances or issues**

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
--	---

9. Right-click on the **Inspection** tab and **Open link in a new tab**. This will allow you to check the inspection outcomes whilst completing the evidence-based questions.

A recommendation is to repeat same for the **Building Notifications** tab.



10. Choose the applicable response to **Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed?**

- Select **Yes** confirming non-conformances / issues rectified or addressed.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
--	--

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
--	--	--

- Or **Not Applicable** then continue to the next question.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
--	--

## Confirm all relevant bushfire protection requirements

### Only applicable for building/building work class 1A.

11. Choose the applicable response to **Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable**

- Select **Yes** confirming statutory declaration and/or evidence provided.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable \*

- Yes  
 No  
 Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable \*

- Yes  
 No  
 Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Or **Not Applicable** then continue to the next question.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable \*

- Yes  
 No  
 Not Applicable

## Confirm smoke alarms installed

### Only applicable for building/building work class 1A.

12. Choose the applicable response to **Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational**

- Select **Yes** confirming statutory declaration and/or evidence provided.

Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational \*

- Yes  
 No  
 Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
--	--	--

- Or **Not Applicable** then continue to the next question.

Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
--	--

### Confirm received statement of site suitability

**Only applicable for building/building work class 1A.**

13. Choose the applicable response to **Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use**

- Select **Yes** confirming statement provided.

Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
--	--

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
--	--	--

- Or **Not Applicable** and either complete [Request for documentation](#) instructions or Application Fees instructions (not applicable for building certifiers).

Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
--	--

**Confirm evidence provided to show conditions have been satisfied**

Refer to section **Conditions** for Planning and Building Consent within the open *Decision Notification form* to identify the conditions that must be ‘met’ and the documented evidence within the Documents store.

**CONDITIONS**

**Planning Consent**

**Condition 1**  
The development granted Development Plan Consent shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any).

**Condition 2**  
A detailed landscaping plan shall be submitted to the reasonable satisfaction of the SCAP prior to Building Rules Consent being granted for superstructure works. This shall identify planting medium depths, irrigation methods and other features of the landscaping scheme to demonstrate viability of all plantings and lawn. The updated

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detailed landscaping plan shall be reflected, as necessary, in all other relevant plans and drawings (including, for example, sectional drawings).

**Condition 3**  
Trade waste to be screened from view

**Only applicable for building/building work class 1B, or 2 to 9.**

14. Choose the applicable response to **Evidence has been received to show that any conditions applied to the approved development have been satisfied?**

- Select **Yes** confirming evidence received.

Evidence has been received to show that any conditions applied to the approved development have been satisfied *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
--	--

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Evidence has been received to show that any conditions applied to the approved development have been satisfied *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
--	--	--

- Or **Not Applicable** and continue to the next question.

Evidence has been received to show that any conditions applied to the approved development have been satisfied *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
--	--

**Confirm ESP (Essential Safety Provisions) compliance certificates required**

**Only applicable for building/building work class 1B, or 2 to 9.**

15. Choose the applicable response to **ESP compliance certificates required under regulation 94(7) have been received?**

- Select **Yes** confirming required compliance certificates received.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
---	--

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.
---	--	--

- **Or Not Applicable** then continue to the next question.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
---	--

**Confirm Fire Report received**

**Only applicable for building/building work class 1B, or 2 to 9.**

16. Choose the applicable response to: **A fire report has been received from fire authority?**

- Select **Yes** confirming the fire report has been received.

A fire report has been received from fire authority *	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable
<p><b>The fire report confirms that:</b></p> <p>At least one selection must be made</p> <p><input type="checkbox"/> a booster assembly has been installed and is operating satisfactorily</p> <p><input type="checkbox"/> a fire alarm system that transmits a signal to a fire station or an approved monitoring service has been installed and is operating satisfactorily</p> <p><input checked="" type="checkbox"/> all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily</p>	

- If **No** advises the applications primary contact notified on validation completion.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received \*

Yes  
 No  
 Not Applicable

A fire report has been received from fire authority *	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable	With this option selected you may complete validation, then the system will automatically contact the application's Primary Contact (where the selected contact method is email) to request that they provide the fire report within 15 business days. If they fail to provide the document, you may need to follow up with the appropriate fire authority directly, before making the decision.
---	--	--

- Or **Not Applicable** and either complete [Request for documentation](#) instructions or Application Fees instructions (not applicable for building certifiers)

A fire report has been received from fire authority *	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable
<b>Request for Documentation</b> >	
<b>Application Fees</b> >	
<b>CANCEL</b>	<b>SUBMIT</b> <b>SAVE DRAFT</b>

### Request for documentation

When answering 'No' to a question above, complete the request for documentation to create a letter to the applicant and send electronically via email or by post.

**Important!** If a "Fire Report" is required, on validating the application an email notification is sent to the applicant requesting a 'fire report' be provided to complete the application validation.

### No missing documentation or evidence

The Request for Documentation is disabled.

**Request for Documentation** ▼

**How do you wish to resolve the shortfall in documentation?**

Request additional documentation

Waive the requirement for additional documentation

### Option 1: Waive the requirement for additional documentation

This option is not available if the Statement of Compliance has not been provided.

**Request for Documentation**

**How do you wish to resolve the shortfall in documentation?\***

Request additional documentation

Waive the requirement for additional documentation

This cannot be waived since a Statement of Compliance for the completed building work has not been provided

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

Generate 'request for additional documentation' letter

UPLOAD
📎
Drop file here

17. Click **Waive the requirement for additional documentation** and provide a reason.

**Request for Documentation**

**How do you wish to resolve the shortfall in documentation?\***

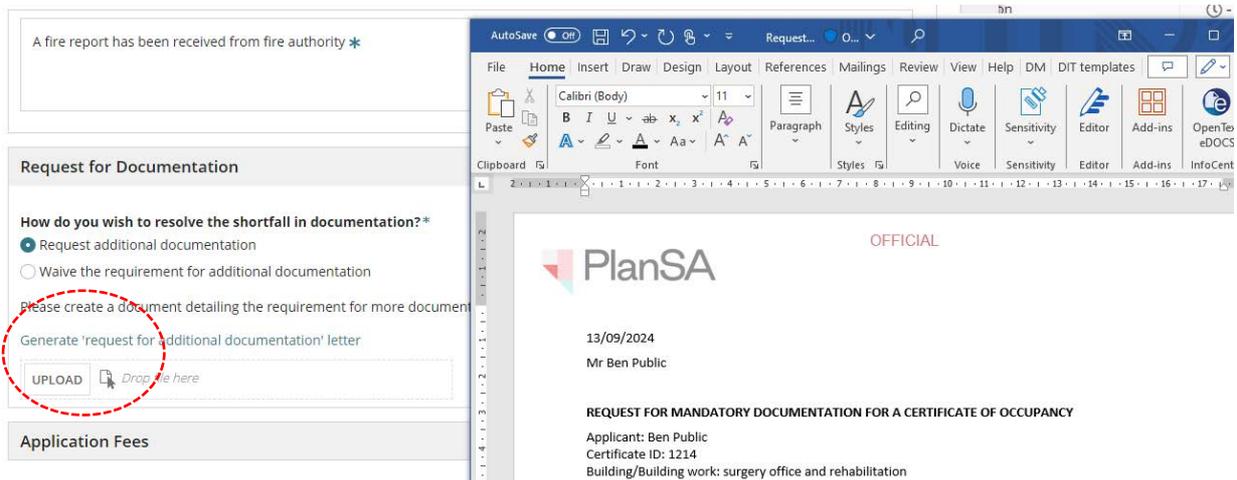
Request additional documentation

Waive the requirement for additional documentation

**\* Reason for waiving**

## Option 2: Request additional documentation

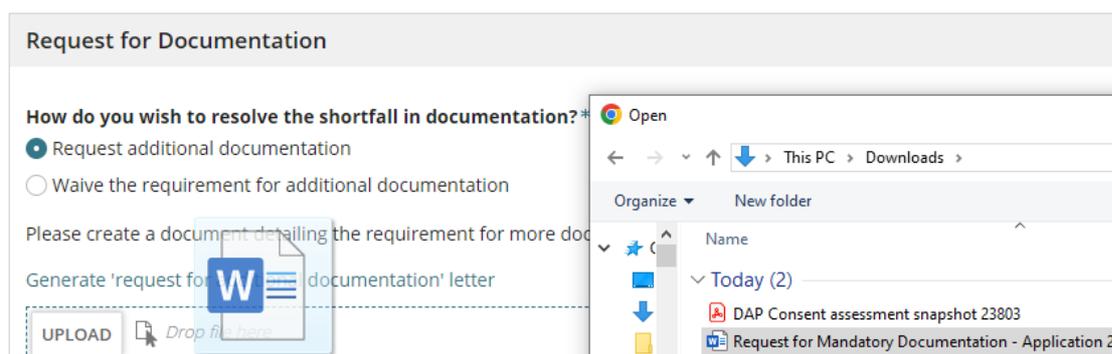
18. Click **Request additional documentation**.
19. Download the request for additional documentation letter.



20. Click **enable editing** to make updates.
21. Go to the placeholder in the letter **<Please provide a detailed list of required documentation here>** and type over with the required documentation the applicant must provide.
22. Save the **Request for Additional Documentation** letter to a location on your computer, and then close the letter and return to the **Certificate Validation – Checklist** to upload.

Alternatively, when the 'primary contact's' preferred method is post, then post the letter and upload a copy of the letter to the **Documents** store referring to Upload documentation on behalf of the applicant instructions.

23. Click on **Upload** to locate the letter.
24. Navigate to the folder location of the letter, click on the letter name and **Open** to upload.



25. Click **Submit** to notify the 'primary contact'.

**Request for Documentation**

**How do you wish to resolve the shortfall in documentation?\***

Request additional documentation

Waive the requirement for additional documentation

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

[Generate 'request for additional documentation' letter](#)

**Request for Mandatory Do...**  
DOCX - 91.65 KB

**Application Fees**

>

CANCEL

**SUBMIT**

SAVE DRAFT

The **Certificate of Occupancy – Summary** screen displays and a **Provide Mandatory Information** button.

## Certificate of Occupancy for Boarding House at : 1 James St Campbelltown SA 5074

PROVIDE MANDATORY INFORMA...

Summary
Documents
Clocks
Building Notifications
Inspection
Related Actions

[? Help for this section](#)

[< Development application 25000741](#)

Certificate ID	Building Address	Building/Building Work	Building Work ID	Building Class	Submitted By
1654	1 JAMES ST CAMPBELLTOWN SA 5074	Boarding House	13410	3	Test Applicant Email: dptitesting99+Applicant1@gmail.com Phone:

### Certificate of Occupancy Details

**Certificate of Occupancy unassigned** [Assign](#)

**Certificate of Occupancy Status** Awaiting Mandatory Documentation

26. Click on **Certificate of Occupancy** to return to the dashboard.

On returning to the **Certificate of Occupancy** dashboard the application will have been moved from your **For Your Action** tab to the **Waiting** tab awaiting the 'primary contact' to provide the mandatory documentation.

FOR YOUR ACTION (16)

**WAITING (6)**

UNDER APPEAL (0)

REVOKED (2)

COMPLETED (27)

**Waiting**

Assigned to me only

Certificate ID	Application ID	Location	Building Work(s)	CoO Application Date	Status	Who	Days
1654	25000741	1 JAMES ST CAMPBELLTOWN SA 5074	Boarding House	6 Jun 2025	Awaiting Mandatory Documentation	—	🕒 -

## Resume validating the Certificate of Occupancy application

1. Click on Certificate ID number to open.

FOR YOUR ACTION (17) WAITING (5) UNDER APPEAL (0) REVOKED (2) COMPLETED (27)

**For your action**

Assigned to me only

Certificate ID	Application ID	Location	Building Work(s)	CoO Application Date	Status	Who	Days
1654	25000741	1 JAMES ST CAMPBELLTOWN SA 5074	Boarding House	6 Jun 2025	Validation in Progress	—	🕒

2. Click on **Resume Verification**.

### Certificate of Occupancy for Boarding House at : 1 James St Campbelltown SA 5074

RESUME VALIDATION

Summary Documents Related Actions

[Help for this section](#)

< Development application 25000741

<b>Certificate ID</b> 1654	<b>Building Address</b> 1 JAMES ST CAMPBELLTOWN SA 5074	<b>Building/Building Work</b> Boarding House	<b>Building Work ID</b> 13410	<b>Building Class</b> 3	<b>Submitted By</b> Test Applicant Email: dptitesting99+Applicant1@gmail.com Phone:
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#### Certificate of Occupancy Details

Certificate of Occupancy unassigned [Assign](#)

Certificate of Occupancy Status Validation in Progress

The **Mandatory documentation** details show a link to the 'request for information' document.

<b>Building / building work</b>	Boarding House
<b>Building work ID</b>	13410 <a href="#">🔗</a>
<b>Building Classification(s)</b>	
Classification 1	3 - Common place of residence for unrelated persons
Max number of Building Occupants	5

#### Mandatory documentation details

Requested date	Requestor	Document/Details	Status
6 Jun 2025 11:09 AM	EPN Nineteen	<a href="#">Download request document</a>	Completed

The Certificate Validation form displays with your selections preserved.

## Certificate Validation

< Development application 25000741

<b>Certificate ID</b> 1654	<b>Building Address</b> 1 JAMES ST CAMPBELLTOWN SA 5074	<b>Building/Building Work</b> Boarding House	<b>Building Work ID</b> 13410	<b>Building Class</b> 3	<b>Submitted By</b> Test Applicant Email: dptitesting99+Applicant1@gmail.com Phone:
-------------------------------	---	---	----------------------------------	----------------------------	---

### Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? \*

Yes
  No

**The Certificate of Occupancy will be issued by:**  
City of Campbelltown

[REASSIGN](#)

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? \*

Yes
  No

**Previous Certificate of Occupancy ID (if applicable)**

**Date issued**  
dd/mm/yyyy

**Date revoked**  
dd/mm/yyyy

- Update the checklist items marked 'No' to 'Yes' when the required documentation has been received, else no change and send a subsequent request for documentation.

Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use \*

Yes
  No
  Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

Next [Issue Certificate of Occupancy Fee](#) (not applicable for building certifiers).

Request for Documentation >

Application Fees >

**All fees raised on this application**

[Show fees already raised on this application](#)

**⚠ Before requesting the payment of the Certificate of Occupancy fee, please make sure that the same fee was not paid during the assessment of the Building Consent.**

**Fees**

Description	Statutory Amount	Actual	GST Included	Reason for variation
Certificate of occupancy	\$56.00	\$56.00	\$5.09	<i>Reason for variation (from \$56.00)</i>
<b>Total Payable Fees</b>		<b>\$56.00</b>	<b>\$5.09</b>	

[CANCEL](#)

[SUBMIT](#)

[SAVE DRAFT](#)





For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**  
Department for Housing  
and Urban Development