

## PlanSA support library [Certificate of Occupancy](#) | [PlanSA](#)

- Apply for a Certificate of Occupancy
- Upload missing documentation and fire report
- Pay the Certificate of Occupancy Fee – Online

## Print a Certificate of Occupancy

Once a decision is made on the Certificate of Occupancy (CoO) application, an email is sent advising that the CoO for development application has been issued and available from the Documents tab within the CoO application.

1. Click on the **Documents** tab link within the email notification and follow instructions [Login to your development application](#) | [PlanSA](#).



# How to...

## Print a Certificate of Occupancy



The **Documents** screen shows with documentation uploaded or generated throughout the assessment of your development application.

2

2. Click on Certificate of Occupancy document link to download.


**Development application - 25001230: 3 James St Campbelltown location(s)**

Summary **Documents** Event History Sharing access Building Notifications Certificate of Occupancy Inspection


**Search by keyword**  
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**Where was the document uploaded?**  
☒ Application  
☒ Planning Consent  
☒ Building Consent  
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☐ Invoices  
☐ Other Documents  
☐ Inspection


Document	Type	Description	Date Created
 CertificateOfOccupancy1646-366755.pdf	Certificate of Occupancy		4 Jun 2025 16:42


3. Click on **Certificate download** to open.


 Certificate of Occu....pdf























4. Print the Certificate of Occupancy (CoO).

5. Close 'x' the PDF tab when complete.

**Certificate of Occupancy**  
*Planning, Development and Infrastructure Act 2016*

This form is the approved form for a certificate of occupancy as determined by the Chief Executive in accordance with regulation 103E(4) of the Planning, Development and Infrastructure (General) Regulations 2017 (the Regulations).

This certificate of occupancy **1646** is issued for the building described below:

<b>Location of development</b>
4 JAMES ST CAMPBELLTOWN SA 5074
3 JAMES ST CAMPBELLTOWN SA 5074

Description of building work: Apartment	
Date of development authorisation: 28 May 2025	Development number: 25001230
Date of previous certificate of occupancy issued (if relevant):	
Date the previous certificate of occupancy was revoked (if relevant):	
Maximum number of building occupants (not required to be completed for class 1a building):	
<b>Building Classification</b>	<b>Max Number of Occupants</b>
2 - Building containing two or more sole occupancy units	5