Certificate of Occupancy

Pay the Certificate of Occupancy Fee - Online

Version 1.6





Government of South Australia

Department for Housing and Urban Development

Table of Contents

Associated Instructions	.3
1. Receive and View Request for Payment	.4
Make payment from Your Applications – Certificate of Occupancy	.4
View the Certificate of Occupancy Fee Advice	.5
Print the Certificate of Occupancy Fee Advice	.5
2. Pay the Certificate of Occupancy Fee Advice	.7

Associated Instructions

1 Submit Building Notification

Refer to the guide for instructions on how to submit mandatory building notification throughout the building works process. This includes submitting the 'Completion of Building Work' and the 'Statement of Compliance' notifications, which are needed to issue a Certificate of Occupancy application.

2 Submit Certificate of Occupancy Application

Refer to this guide for instructions on how to submit a Certificate of Occupancy Application.

3 Upload Missing Documentation and Fire Report

Refer to this guide for instructions on uploading missing documentation requested by the issuing relevant authority during the validation of your Certificate of Occupancy Application, and instructions on uploading the Fire Report where your application validation identifies a 'Fire Report' is required.

4 Pay the Certificate of Occupancy Fee - Online

Refer to this guide for instructions on how to find the Fee Advice to view and/or print, make a credit card payment and find the Tax Invoice to view and/or print.

5 Issued Certificate of Occupancy

Refer to this guide for instructions on viewing the decision outcome and to download the Certificate of Occupancy.

6 Initiate 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.

1. Receive and View Request for Payment

On validation of your Certificate of Occupancy (CoO) application by the issuing relevant authority (being the council) a 'Lodgement Fee Advice' email notification is sent advising a payment is required to progress the certificate.

When the CoO is being issued by an accredited professional (as the relevant authority) you will receive an invoice from them directly for payment.

Make payment from Your Applications – Certificate of Occupancy

1. Click Certificate of Occupancy tab.

Task Clock

The clock displaying 15 days is for the task to 'provide a fire report'. This task is applicable only for a Certificate of Occupancy application containing a class 1B or 2 to 9 building/building work. Refer to the <u>Certificate of Occupancy | PlanSA</u> for more information.

The Certificate of Occupancy application displays with status of 'Awaiting Payment'.

2. Click on Certificate ID to view application.

FOR YOUR ACTI	ON (39) UND	ER ASS	SESSMENT (57) DRAFT (5)	LAND DIVISION CERTIFICATES	5) CERTIFICATE C	DF OCCUPANCY (3)	FINALISED (63)	Help for t	bio costion
Certificate o	f Occupancy	/				1		Help for t	nis sectior
Application ID	Certificate ID	t	Location	Building Work(s)	Initiated	Decision	Status		Days
23000968	1214		1C WILLIAM ST TRANMERE SA 5073	surgery office and rehabilitation	13 Sept 2024		Awaiting Payment	00	() 15

The Certificate of Occupancy summary page displays with options to PAY FEE ADVICE and PROVIDE FIRE REPORT.

3. Click PAY FEE ADVICE.

Certificate WILLIAM S	of Occupancy for sur T TRANMERE SA 5073	gery office and	d rehabi at	t 1C PAY FEE ADVICE PROVIDE FIRE REPORT
Summary Docume	ents Checklist Fees Clocks Decisi	on Building Notifications	Inspection Related A	ctions 3
< Development applic	ation 23000968			Help for this section
Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222

View the Certificate of Occupancy Fee Advice

- 1. Click on the Certificate of Occupancy Application link within the email notification.
- 2. Login using your account details (if not already logged in).

The Certificate of Occupancy summary page displays with options to PAY FEE ADVICE.

3. Click on **Fees** tab to view the Fee Advice.

Certificate WILLIAM S	of Occupancy for s T TRANMERE SA 50	surgery office and 073	d rehabi at	t 1C PAY FEE ADVICE PROVIDE FIRE REPORT
Summary Docume	ents Checklist Fees Clocks	Decision Building Notifications	Inspection Related A	ctions
< Development applic	ation 23000968			P Help for this section
Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 507	Building/Building 3 Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222

Print the Certificate of Occupancy Fee Advice

- 4. Click on the Fee Advice Awaiting Payment record to expand and view the details.
- 5. Click on the Fee Advice document link to download.

Certificate TRANMERE	of Occupar SA 5073	ncy for surge	ery office and	l rehabi at	t 1C WILLIAM ST	PAY FEE ADVICE
Summary Docum	ents Checklist Fee	clocks Decision	Building Notifications	Inspection Related A	ctions	
					Ø	Help for this section
< Development applic	cation 23000968					
Certificate ID 1214	Building Address 1C WILLIAM ST TR	ANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campt Email: capplican@gmail.com Phone: 08 8366 9222	pelltown
All fees raised on t	this application	n				
Fees raised for thi	s Certificate of Occ	upancy				
Certificate of Occupa	ncy Fee Advice - 11384 -	Awaiting payment			4	•
Cancel Fee Advice						
Payment Reference	Number	11384				
Certificate of Occupa	ancy ID	1214				
Invoice download		FeeAdvice-Application2	23000968-Certoccupancy-11	384-260962.pdf	5	

6. Click on the **download** to open and view on-screen.

7. Print the Fee Advice (as required) and return to the Fees screen to pay the fee advice.



2. Pay the Certificate of Occupancy Fee Advice

Alternative options for paying the 'Fee Advice' is via the <u>PlanSA online payment</u> or the Batch Payment option refer to <u>Performing a batch fee payment | PlanSA</u> for instructions.

1. Click on Pay Fee Advice to commence payment.

RANMERE	SA 5073	rgery office and	i renabl ai	
ummary Docum	ents Checklist Fees Clocks Decis	sion Building Notifications	Inspection Related A	ctions 1
				Help for this sec
Development appli	ration 23000968			
erere approximent approximent				
Certificate ID	Building Address	Building/Building	Building Class	Submitted By

2. Click on the **outstanding fee advice** and then

Pay Invoice to proceed.

				Help for this s
Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222
utstanding F	ee Advices			
utstanding F ase select the fee advio	ee Advices e that you wish to pay scription		Amount	Date

3. Click on **Pay with credit card**.

				Help for t sect
nvoice #11384 Fees	Payable			
em	Amount (exc. GS	T) GST	Amount (inc. GS	т)
ertificate of occupancy	\$49.	55 \$4.95	\$54.5	50
otal	\$49.5	55 \$4.95	\$54.5	50
Payment				
1. To open a credit ca	rd payment session, select the 'Pay	with credit card' link below.		
2. It is recommended 'Cancel'. If the payr	that you do not close your browsen nent session is closed incorrectly, it	r or navigate away from the payme may take up to 15 minutes before	nt session without completing y a new session can be opened.	your payment or selecting
current in the pays	lent session is closed incorrectly, it	inay take up to 15 minutes before	a new session can be opened.	
🖻 Pay with cred	it card • 3			
4. Provide y	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y pavment. 	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y payment. 	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y payment. 	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y payment. 	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y payment. nent To open a credit card p. 	our credit card deta	ils and then Pay Now	Pay Now to	o confirm your
 Provide y payment. hent To open a credit card p. t is recommended that the payment correlp. 	our credit card deta	ils and then Pay Now. credit card' link below. avigate away from the payment ses	Pay Now to	O CONFIRM YOUR
 Provide y payment. hent To open a credit card p. t is recommended that he payment session is 	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to	redit card' link below. avigate away from the payment ses 15 minutes before a new session c	Pay Now to sion without completing your p an be opened.	O CONFIRM YOUR
 Provide y payment. nent To open a credit card p. It is recommended that the payment session is 	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to	ils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session c	Pay Now to sion without completing your p an be opened.	O CONFIRM YOUR
 Provide y payment. nent To open a credit card p. It is recommended that the payment session is 	our credit card deta nyment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to	ils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session c	Pay Now to	O CONFIRM YOUR
 Provide y payment. nent To open a credit card p. It is recommended that the payment session is 	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to lanSA	ils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au	Pay Now to sion without completing your p an be opened.	O CONFIRM YOUR
 Provide y payment. nent To open a credit card p. It is recommended that the payment session is 	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to	ills and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au	Pay Now to	O CONFIRM YOUR
4. Provide y payment. nent To open a credit card pit is recommended that the payment session is Image: Comparison of the payment session is	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to lanSA	iils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au	Pay Now to	O CONFIRM YOUR
4. Provide y payment.	our credit card deta yment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to clanSA	iils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au	Pay Now to	O CONFIRM YOUR
4. Provide y payment.	our credit card deta nyment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to clanSA	iils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au * Requi	Pay Now to	O CONFIRM YOUR
4. Provide y payment.	our credit card deta when the session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to ClanSA	iils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au * Requi	Pay Now to	O CONFIRM YOUR
4. Provide y payment.	our credit card deta syment session, select the 'Pay with you do not close your browser or n closed incorrectly, it may take up to lanSA ent Details pe*	ils and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session c Government of South Au * Requi	Pay Now to	O CONFIRM YOUR
4. Provide y payment.	our credit card deta	ills and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session c Government of South Au * Requi Mastercard	Pay Now to	O CONFIRM YOUR
4. Provide y payment. ment . To open a credit card p. . It is recommended that the payment session is Payment Session Card Ty Card Ty Card Ty Card Ty	our credit card deta	ills and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session c Government of South Au * Requi	Pay Now to	o confirm your
4. Provide y payment. ment To open a credit card p. It is recommended that the payment session is Payment Session for the payment session for the payment session for the payment session for the payment set of the payme	our credit card deta	ills and then Pay Now credit card' link below. avigate away from the payment ses 15 minutes before a new session co Government of South Au * Requi	Pay Now to	o confirm your

Pay Now...

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

- 5. The **Receipt** shows confirming your payment. Use Ctrl + P to **Print** the screen.
- 6. Click **DONE** to close the **Fee Advice Payment for Application** page.

Receipt		Date: 01-02-2024 Order Number: 08bc112a-c05b	-404d-9a13-768c7ae134fb
Billing Information			
Payment Details		Total amount	AUD 54.50
Card Type	Visa		
Card Number	xxxxxxxxxxxx3747		
Expiration Date	04-2027		
Please keep a copy of this receipt for	or your records		

The **Fees** page shows with Certificate of Occupancy Fee Advice status shows 'Paid' and the date paid.

Certifica TRANM	Certificate of Occupancy for surgery office and rehabi at 1C WILLIAM ST TRANMERE SA 5073						
Summary [Documents	Checklist Fees Clocks	Decision	Building Notifications	Inspection Related A	ctions	
< Development	t applicatior	1 23000968				Help for this section	
Certificate I 1214	ID	Building Address 1C WILLIAM ST TRANMERE SA 50)73	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222	
All fees raise	ed on this a ready raised	application on this application					
Certificate of C	or this Cer Occupancy F	rtificate of Occupancy ee Advice - 11384 - Paid on 16/09	//2024			~	

7. Expand the Certificate of Occupancy Fee Advice to download the receipt.

Fees raised for this Certificate of	f Occupancy	
Certificate of Occupancy Fee Advice - 1	1384 - Paid on 16/09/2024	~
Process Invoice Refund		
Payment Reference Number	11384	
Certificate of Occupancy ID	1214	
Invoice download	FeeAdvice-Application23000968-Certoccupancy-11384-260962.pdf	
Verified by	EPN Nineteen	
Verified on	13 Sept 2024 3:00 PM	
Date Paid	16 Sept 2024 9:54 AM	
Method of Payment	Credit Card	
Receipt download	TaxInvoice-Application23000968-Certoccupancy-11384-261165.pdf	

8. Click on the **Summary** tab to show the **Certificate of Occupancy Details** and status update of 'Awaiting Decision' or 'Awaiting Fire Report' (example below).

Provide a fire report

This task is applicable only for a Certificate of Occupancy application containing a class 1B or 2 to 9 building/building work. Refer to the <u>Certificate of Occupancy | PlanSA</u> for more information.

Certificate ST TRANME	of Occupancy for surg RE SA 5073	ery office and	l rehabi at	1C WILLIAM	ROVIDE FIRE REPORT
Summary Docume Related Actions	nts Checklist Fees Performance Soluti	ons/Variances Limitations	/Conditions Clocks	Decision Building Notification:	s Inspection
< Development applic	ation 23000968			0	Help for this section
Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campb Email: capplican@gmail.com Phone: 08 8366 9222	elltown
Certificate of C	Occupancy Details				
Certificate of Occupan	cy Status Awaiting Fir	e Report			

For more information visit plan.sa.gov.au



Government of South Australia Department for Housing and Urban Development