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# What happens with my request to withdraw my Certificate of Occupancy?

The relevant authority issuing your Certificate of Occupancy is notified of your withdrawal request and they may contact you, to confirm your withdrawal request was not performed in error. Once confirmed, the relevant authority will proceed with your withdrawal request.

On completion of the withdrawal, you are notified either by email or post, confirming the withdrawal of your application for a Certificate of Occupancy.

## Can I apply again for a Certificate of Occupancy?

Yes. You will need to repeat the process to apply for a Certificate of Occupancy. Refer to the related instructions '*Apply for a Certificate of Occupancy*' below.

#### Before you start

Complete How to - Login to your development application account | PlanSA

#### **Included instructions**

- Locate your application for Certificate of Occupancy
- Withdraw your Certificate of Occupancy application

### **Related instructions**

<u>Apply for a Certificate of Occupancy | PlanSA</u>



Locate your application f	or Certificate of Oc	cupancy
1. Search by the development app	plication <b>ID</b> number.	
Your applications	23024096	Advanced Search
		ALCENSI YANG DURING SURVEY

- 2. Application with matching ID shows in the search results.
- 3. Click on ID number to view the development application.

#### 1 results for: "23024096"

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	ID ↓	Owner	Location
3	23024096	T Automation	162 THE PARADE NORWOOD SA 5067

- 4. The Development Application Summary page shows.
- 5. Click on Certificate of Occupancy tab to view your application.
- 6. Click on Certificate ID to view the Certificate of Occupancy Details.

	Summary Documen	ts Land Division Certificates S	haring access Variation	Requests Notifications	& Inspections	Certificate of Occup	ancy Related Actions
	Certificate of Oc	cupancy				5	
	Certificate ID	Location	Building Work(s)	Description	Initiated	Decision Date	Status
-	442	162 THE PARADE NORWOOD SA 5067	Building Work 1	Building Work 1	29 Aug 2023		Awaiting Validation

#### 7. The Certificate of Occupancy Details shows.

Certificate of Occupancy:	442
Summary Documents Related Actions	
< Development application 23024096	
Certificate of Occupancy Details	
Certificate of Occupancy Status	Awaiting Validation



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<ul> <li>8. Click on Related Actions tab to access the withdrawal option.</li> <li>9. Click on Withdraw application for Certificate of Occupancy.</li> <li>Certificate of Occupancy: 442.</li> <li>Summary Documents Related Actions</li> <li> withdraw Application for Certificate of Occupancy 9 </li> <li>10. The Request Certificate of Occupancy Application Withdrawal shows.</li> <li>11. Provide a note to the relevant authority advising the reason for requesting the withdrawal of your application.</li> <li>12. Click on SUBMIT to complete your request.</li> <li>Request Certificate of Occupancy Application Withdrawal</li> <li>Are you sure you want to withdraw this application for Certificate of Occupancy Once an application is withdrawa. It cannot be reinstated.</li> </ul>	ithdra	w your ocrimente of occupancy application
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13. Confirm Yes to withdrawing your application or No to cancel the request.



How to... Request withdrawal of a Certificate of Occupancy application



14.	Click	OK	in	the	Withdrawa	reau	iest	submitted	d page.
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- 15. The message No actions available shows; signifying your request has been sent.
- 16. Click on **Summary** tab. The Certificate of Occupancy application status shows 'Pending Withdrawal'.

16	Certificate of Occupancy: 442     Jocuments Fees Related Actions	
	< Development application 23024096 Certificate of Occupancy Details	Help for this section
	Certificate of Occupancy Status         Pending Withdrawal	

17. The **Certificate will be issued by** shows the name of the relevant authority who has received your request to withdraw and who you can contact for further information.

Description of building	Building Work 1
Certificate will be issued by	City of Norwood, Payneham and St. Peters
Building / building work	Building Work 1
Building Classification(s)	
Classification 1	2 - Building containing two or more sole occupan
Max number of Building Occupants	5