

Guide for Applicants

Certificate of Occupancy

Apply for a Certificate of Occupancy

Version 1.7



Government of South Australia
Department for Housing
and Urban Development



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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 notification' and the 'Statement of Compliance' notifications; 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 information about lodging an appeal if you are not happy with a decision of the relevant authority in relation to the issuing of a Certificate of Occupancy.

1. Apply for a Certificate of Occupancy

When the final building notification 'Building Work Completed' is submitted following an inspection by the relevant authority (as required), you can then apply for the Certificate of Occupancy.

After applying for the Certificate of Occupancy the issuing relevant authority is advised of your submission by email.

Apply for a Certificate of Occupancy from the action task

1. In your **For Your Action** table, locate the development application with a status of 'Apply for a Certificate of Occupancy' and click on the application (not the ID) to view the action requiring you to complete.
2. Click on **Apply for a Certificate of Occupancy** to start your application.

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
23034019	Penny Public	LOT 101 BLUEBERRY RD PARADISE SA 5075, LOT 102 BLU...	Construction of a light industry building- Stage 1- Construction of the office	City of Campbelltown	1 Aug 2023	Apply for a Certificate of Occupancy	1

STATUS DETAIL CONTACTS SUMMARY

Application 23034019

This application currently requires 1 action from you

Apply for a Certificate of Occupancy

Complete the Certificate of Occupancy application

Select the addresses of the building / dwelling / tenancy

The Certificate of Occupancy addresses display both the 'Development Location' (address shown on the Decision Notification Form (DNF) and, where applicable, the 'Newly Created Address' populated when an address has been created through land division.

3. The **Address of building** will default.

Apply for Certificate of Occupancy

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"/>	31 MINES RD CAMPBELLTOWN SA 5074	-		CT 5185/435	D7392 AL15	CAMPBELLTOWN CITY COUNCIL

Development location with a newly created address

Below is an example of the 'Newly Created Address' populated when an address has been created through a land division.

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

Where a land division has occurred on the development location, any newly created street addresses will be displayed and can be selected for the address of the building, dwelling or tenancy when applying for a Certificate of Occupancy.

<input checked="" type="checkbox"/>	Development Location	Newly Created Address	Additional address information	Title Ref	Plan Parcel	Council
<input checked="" type="checkbox"/>	3B RADNOR AV ROSTREVOR SA 5073	3A RADNOR AV ROSTREVOR SA 5073		CT 6278/502	D130762 AL102	CAMPBELLTOWN CITY COUNCIL

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.

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

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 RENMARK SA 5341		HSE 104 Parkland CcT	CT 6003/819	D72521AL1	RENMARK PARINGA COUNCIL

Multiple development locations

When multiple property locations, click on ☐ checkbox to select each of the development locations to include in the application.

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 type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL

Below is an example of selecting two development 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"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input checked="" type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL

Include building /building work

There are no classifications available for this building/building work

When the selected building / building work is classified as a 1A (detached house/fire separated attached dwelling) and the building consent verified before 1 October 2024 then a Certificate of Occupancy is not required.

Apply for Certificate of Occupancy


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"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input checked="" type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL
<input type="checkbox"/>	5 -7A ACACIA AV N CAMPBELLTOWN SA 5074	-		CT 6049/942	D82435 AL6	CAMPBELLTOWN CITY COUNCIL

Include the following building / building work in the certificate *

Stage 1 - House Works

There are no classifications available for this building / building work

 A Certificate of Occupancy is required for a Class 1a building where the application for building consent is verified on or after 1 Oct 2024. Further information can be found here: Certificate Of Occupancy | Plan SA

There are no building/building works to selection from

The building/building work is only available on the submission of the building/building completion of building work notification. To submit the completion of building work notification, open the applications **Notifications & Inspections** tab.

Apply for Certificate of Occupancy

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"/>	3B RADNOR AV ROSTREVOR SA 5073	-		CT 6278/501	D130762 AL101	CAMPBELLTOWN CITY COUNCIL

Include the following building / building work in the certificate *

Select a building or building work

Select a building or building work

4. Select the building / building work. The **Description of the building to appear on Certificate of Occupancy** will show a building description or if none exists then automatically defaults with the selected building/building description.

Include the following building / building work in the certificate *

building wrk 1

Description of building to appear on Certificate of Occupancy *

Single storey dwelling

- 5. Choose the **classification** (mandatory) of the selected building / building work.
- 6. **Add another classification** (as applicable).

Include the following building / building work in the certificate *

building wrk 1

Description of building to appear on Certificate of Occupancy *

Single storey dwelling

Include the following classification *

1A - Detached house/ Fire separated attached dwe...

5


i

A Certificate of Occupancy is required for a Class 1a building where the application for building consent is verified on or after 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy | Plan SA](#)

ADD ANOTHER CLASSIFICATION


6

INCLUDE ANOTHER BUILDING / BUILDING WORK

The ADD ANOTHER CLASSIFICATION button is hidden when the number of building/building work classifications available is reached. Each classification shows option to  remove, as required.

Include the following classification *

1A - Detached house/ Fire separated attached dwe...




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A Certificate of Occupancy is required for a Class 1a building where the application for building consent is verified on or after 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy | Plan SA](#)

Include the following classification *

-- please select --



On removal the ADD ANOTHER CLASSIFICATION button returns.

Include the following classification *

1A - Detached house/ Fire separated attached dwe...

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A Certificate of Occupancy is required for a Class 1a building where the application for building consent is verified on or after 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy | Plan SA](#)

ADD ANOTHER CLASSIFICATION

When the selected building class is not a “1A – Detached house/Fire separated attached dwelling” the number of occupants shows.

Include the following classification *


2 - Building containing two or more sole occupancy units

Number of occupants *

4

ADD ANOTHER CLASSIFICATION

INCLUDE ANOTHER BUILDING / BUILDING WORK

7. Include another building/building work (as applicable) and repeat the steps above or  remove, as required.

Include the following building / building work in the certificate *

Select a building or building work



INCLUDE ANOTHER BUILDING / BUILDING WORK


8. **The Certificate of Occupancy will be issued by:** shows the name of the relevant authority, either location council (example below) or an accredited professional.
9. Upload the documentation in support of the Certificate of Occupancy from a folder location on your computer.

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



Upload additional supporting documentation

Depending on the nature of the building (or part of a building) or its use, there is baseline documentation that you need to provide. [Find out what documents your certificate of occupancy application will need](#)

Document	Document Category	Document Type	Date Created
<div>UPLOAD  Drop files here</div>	<div>--- Select One ---</div>	<div>--- Select One ---</div>	

Note: You may select multiple documents to upload simultaneously.

CANCEL

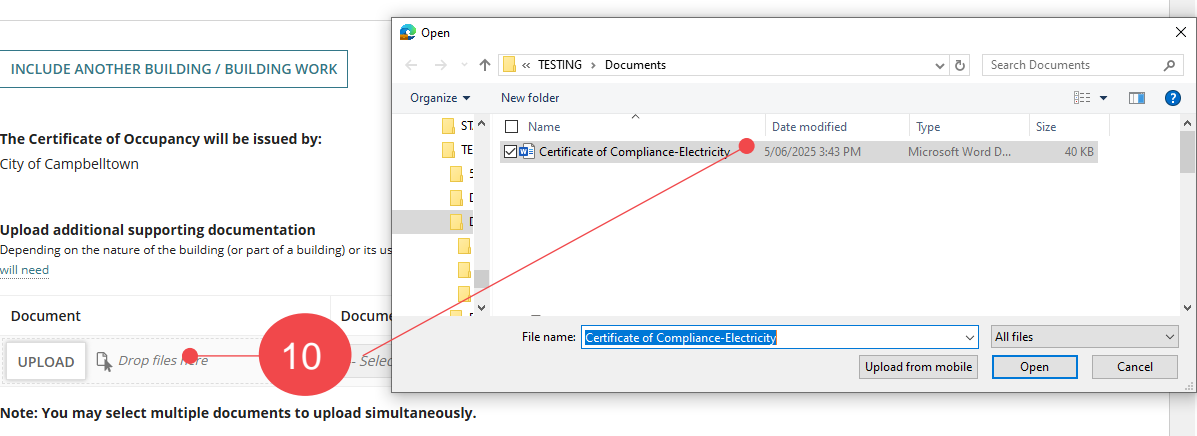
SUBMIT



Supply a copy of the following documentation (but not limited to):

- Statement of Compliance
- Certificate of Compliance e.g., plumbing, electrical, services (unless already provided)

10. Click on Upload and from the Open window locate document and drag-and-drop into the Drop files here field.



The document shows and the document category defaults with 'Occupancy Documents' and not editable i.e. cannot be changed.

Upload additional supporting documentation
Depending on the nature of the building (or part of a building) or its use, there is baseline documentation that you need to provide. [Find out what documents your certificate of occupancy application will need](#)

Document	Document Category	Document Type	Date Created
Certificate of Co... DOCX - 39.06 KB	Occupancy Documents	--- Select One ---	
Certificate of Co... DOCX - 39.06 KB	--- Select One ---	--- Select One ---	

UPLOAD Drop files here

Note: You may select multiple documents to upload simultaneously.

CANCEL **SUBMIT**

11. Select the document type and depending on the type selected another field is available to Type a Description (mandatory). In the below example, the document uploaded is a *Certificate of Compliance* and 'Electricity' is the description provided.

12. Select **Submit** to complete.

Upload additional supporting documentation
Depending on the nature of the building (or part of a building) or its use, there is baseline documentation that you need to provide. [Find out what documents your certificate of occupancy application will need](#)

Document	Document Category	Document Type	Type Description	Date Created
Certificate o... DOCX - 39.06...	Occupancy Documents	Certificate of Compliance	Electricity	
Certificate o... DOCX - 39.06...	--- Select One ---	--- Select One ---		

UPLOAD Drop files here

Note: You may select multiple documents to upload simultaneously.

CANCEL **SUBMIT**

Available occupancy document types

Occupancy Document types	Type Description option available
Bushfire requirements	No
Certificate of Compliance	Yes
Engineering Inspection Certificate/Report	Yes
Engineering Installation Certificate/Report	Yes
Energy Efficiency Documents	Yes
Fire Engineering Report – Final	No
Fire Report	Yes
Performance Based Design Report	No
Form 2	Yes
Inspection Documentation	Yes
Rectification Documentation	Yes
Limitations or Conditions	Yes
Supporting Documentation	Yes
Schedule 2 – Site Contamination Form	No
Schedule 3 – Statement of site suitability	No
Statement of Compliance	Yes
Statutory Declaration – Smoke Alarms/Bushfire protection	No
Supervisor Checklist	No
Supporting Documentation	Yes

2. View the Certificate of Occupancy Application Details

1. Within the displayed **Development Application** summary go to the **Certificate of Occupancy** tab to view the submitted application.

Application Certificate of Occupancy tab
The Certificate of Occupancy tab shows only when a building/building work requires a Certificate of Occupancy (CoO).

2. Click on **ID** number of the Certificate to view the details.

Development application - 24000596: 3b Radnor Av Rostrevor SA 5073

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsCertificate of OccupancyInspectionOperative DatesRelated Actions

Certificate of Occupancy

Certificate ID	Location	Building Work(s)	Description	Initiated	Decision Date	Status
1053	3B RADNOR AV ROSTREVOR SA 5073	asdfsad	asdf	22 May 2024		Awaiting Decision

3. The **Certificate of Occupancy** – Summary page shows, including information on who will be issuing the certificate and their contact details.

4. Click on **Development Application** link to exit the Certificate of Occupancy details.

Certificate of Occupancy for Single Storey Dwelling at : 3b Radnor Av Rostrevor SA 5073

SummaryDocumentsChecklistFeesPerformance Solutions/VariancesLimitations/ConditionsClocksDecisionBuilding NotificationsInspectionRelated Actions

< Development application 24000596

Certificate ID 1053	Building Address 3B RADNOR AV ROSTREVOR SA 5073	Building/Building Work Single Storey Dwelling	Building Work ID 11525	Building Class 1B	Submitted By EPN TESTTEN CAMPBELLTOWN - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222
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Certificate of Occupancy Details

Certificate of Occupancy Status

Awaiting Decision

Consent(s) / Stage(s)

Building Consent Stage 2
Date of development authorisation: 22 May 2024

Building Address

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
3B RADNOR AV ROSTREVOR SA 5073	-	-	CT 6278/501	D130762 AL101	CAMPBELLTOWN CITY COUNCIL

Description of building

Single Storey Dwelling

Certificate will be issued by

City of Campbelltown

Building / building work

Single Storey Dwelling

Building work ID

11525

Building Classification(s)

Classification 1
Max number of Building Occupants

1B - Boarding / Guest house with not > than 12 persons and not > than 300 square metres
2

3. Track Certificate of Occupancy from your dashboard

At any point during the assessment of your application log in to your online account, to view the progress of your Certificate of Occupancy (CoO) application.

As the CoO application progresses through the assessment process the application will transition through several status. Refer to the table below to learn about each one.

Status	Description and action to take (as required)	Time Frame
Awaiting validation	The CoO application has been received by the issuing relevant authority.	
Validation in Progress	The issuing relevant authority is processing your application, and you may be contacted if additional information is required.	
Awaiting Mandatory Document	The relevant authority has found that additional information is required from you. Upon supplying the required information, the relevant authority can continue processing your application.	
Awaiting Payment	The relevant authority has determined the fee payable to issue the CoO. Once you have paid the required fee, the CoO is issued.	
Awaiting Decision	Your CoO has been lodged and the relevant authority has 5 working days to issue the Certificate or reject. On completion of the assessment the CoO will be issued or refused, and you will be notified of the outcome.	5 working Days to issue or reject
Awaiting Fire Report	The relevant authority has specified a 'fire report' is required, and you have 15 working days to provide to the relevant authority. On receipt of the 'fire report' the relevant authority can continue processing your application.	15 working days to provide a fire report
Issued	CoO issued; your building is certified suitable for occupation. The certificate can be downloaded from your applications Documents store.	
Refused	CoO refused; any appeal against the decision must be filed within 28 days of receiving the refusal notice. You may appeal the relevant authorities' decision to refuse the certificate or submit a new application for issuing a CoO.	28 days after the refuse notice to appeal

For more information visit
plan.sa.gov.au



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