Certificate of Occupancy

Issue a Decision for a Certificate of Occupancy Application

Version 1.8





Government of South Australia

Department for Housing and Urban Development

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Associated Guides

1 Receive Building Notification

Refer to the guide <u>Receive Building Notification</u> for instructions on receiving the completion of building work and Statement of Compliance notification and how to record the 'inspection outcome'.

2 Validate Certificate of Occupancy Application

Refer to this guide for instructions on how to verify a valid application for a Certificate of Occupancy when 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.

4 Revoke a Certificate of Occupancy

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

5 Process 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.

Issue a Decision for the Certificate of Occupancy Application

On payment of the application Fee Advice and/or the Fire Report provided (as applicable), an email notification is sent advising that a decision is required for the Certificate of Occupancy (CoO).

Timeframe to complete: 5 working days.

1. Locate the Certificate of Occupancy 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.

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



2. Click on Certificate ID number of application with a status of 'Awaiting Decision'.

FOR YOUR ACT	ION (13) WAI	TING (0) UNDER APPEAL (0) REVOKED (1)	COMPLETED (8)			
For your act	ion						
Certificate ID	Application ID	Location	Building Wo	ork(s)	Initiated	Status	Days
1214	23000968	1C WILLIAM ST TRANME SA 5073	RE surgery offic rehabilitatio	ce and on	13 Sept 2024	Awaiting Decision	() 3

~

2. Add Performance Solutions and Variances

The uploading of Performance Solutions / Variances documentation is performed during the granting of building rules consent and can be accessed from the Documents store for reference.

- 1. Click on Performance Solutions/Variances.
- 2. Click Edit Performance Solutions ... to enable the 'add' options.

Certificate o TRANMERE	of Occupan SA 5073	cy for surgery of	ffice and rehat	oi at 10	C WILLIAM ST	EDIT PERF	ORMANCE SOLUTIONS
Summary Documer	nts Checklist Fees	Performance Solutions/Variance	es Limitations/Conditions	Clocks Deci	ision Building Notifications	Inspection	Related Actions
: Development applica	tion 23000968						Help for this section
Certificate ID 1214	Building Addres	s RANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - O Email: capplican Phone: 08 8366 9	City of Campbel @gmail.com 9222	ltown

Add a Performance solution

3. Click Add another performance solution.

Performance Solutions / Variances

If the constructed building (or part of the building) covered by this certificate of occupancy included any performance solutions or variances as part of the Building Consent or any subsequent variation of development approval, please list them below. Note: all matters at variance with the Building Rules must be approved in accordance with section 118 of the Act. Performance Solutions

Add another performance solution There are no performance solutions recorded yet

- 4. Provide a title / heading of the Performance Solution.
- 5. Tick the Add Notes box to provide more detail.
- 6. To add multiple performance solutions, repeat the steps or select **Submit** to save and complete.

Performan	ce Solutions			~
Add anothe	r performance solution			
	Performance Solution 1 *	Ű	ĭ	
	Enter performance solution details.			
	✓ Add notes			
	Enter a note as required.			

Add a Variance

7. Click on Add another variance.

Variances	~
Add another variance	
There are no variances recorded yet	

- 8. Provide a title / heading of the Variance.
- 9. Tick the Add Notes box to provide more detail.
- 10. To add multiple variances, repeat the steps or select **Submit** to save and complete.

Variances		~	
Add anothe	r variance		
	Variance 1*	Ŵ	
	Enter variance details.		
	Add notes	_//	

On completion, the entered performance solution/s and variance/s are displayed. To make further additions and/or edits use the **Edit Performance Solutions** option and repeat steps 1 to 10.

Certif	icate of (Occup	anc	y: 90						
Summary	Documents	Checklist	Fees	Performance	Solutions/Variance	s Limitations/Condition	ns Clocks	Decision	Inspection	Related Actions
< Developn	nent application 2	21002933								
Perforn	nance Solut	tions / \	/arian	nces						
If the constru Consent or a accordance v	ucted building (or p ny subsequent var vith section 118 of	part of the b riation of de the Act.	uilding) co velopmer	overed by this o nt approval, plea	ertificate of occupa ase list them below.	ncy included any performa Note: all matters at variar	ance solutions ace with the B	s or variances uilding Rules	as part of the must be appro	Building wed in
Performar	ice Solutions									~
	Performance So	olution 1								
	Insulation									
	Notes									
	Enter the details	of the perfo	rmance s	solutions						
Variances										~
	Variance 1									
	Enter the variance	:e								
	Notes									

3. Add Limitations and Conditions

- 1. Click on Limitations/Conditions.
- 2. Click Edit Limitations / Conditions to enable the 'add' options.



3. Click Add another Limitation/Condition.

< Development applic	ation 23000968			Help for	this sectio
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	
imitations / C	onditions	f occupancy is subject to any limitati	ions or conditions, pleas	se specify them below.	
Limitation/Conditions	ŝ			~	
Add another limitation	v/condition				
There are polimitation	n/conditions recorded yet				

- 4. Provide a title / heading of the Limitation/Condition.
- 5. Tick the **Add Notes** box to provide more detail and/or include reference to a document being uploaded in support of the limitation / condition.
- 6. To add multiple limitations/conditions, repeat the steps or select **Submit** to save and complete.

Limitation/	Conditions		~
Add anothe	r limitation/condition		
	Limitation/Condition 1 *	Ŵ	
	Limitation details.		
	✓ Add notes		
	Add a note as required		

7. Click on **Upload** to locate the document and open to attach or drag-and-drop into the upload field.

	т 😐	woodssas (\\DTUP.SA.GOV.AU\D	FSUse	ers\Users15) (Z:) > DOWNLOADS >	~ ð	,P Search D	OWNLOA	DS
	Organize • New	folder					900 •	
	Desktop		^	Name		A		
supporting potumentation				Application 20001980 - Statement Of C	ompliance			
oulated limitations/condition n / condition above).			-					
Document type			~ <	¢				,
df Limitations or Cond		File name: Application 20001980 - 1	Staten	ment Of Compliance	~	All Files		
						Open		ancel
nent Category		Document type						
d One		Select One						
						SU	BMIT.	
	pulated limitations/condition on / condition above). Document type Limitations or Cond nent Category ed One	pulated limitations/condition on / condition above). Document type odf Limitations or Cond ment Category ect One •	pulated limitations/condition n / condition above). Document type df Limitations or Cond Rele name: Application 20001980 - ment Category Document type ed One	pulated limitations/condition on / condition above). Document type odf Limitations or Condi Hennes Application 20001980 - State ment Category Document type ect One Select One	pulated limitations/condition n / condition above). Document type odf Limitations or Cond Ele name: Application 20001900 - Statement Of Compliance ment Category Document type ed One • • • •	pulated limitations/condition in / condition above). Document type odf Limitations or Cond File name Application 20001980 - Statement Of Compliance	pulated limitations/condition n / condition above). Document type odf Limitations or Cond Eie name Application 20001980 - Statement Of Compliance	pulated limitations/condition n / condition above). Document type odf Limitations or Cond File name: Application 20001980 - Statement Of Compliance Person of Compliance All Files Copen C SUBMIT

- 8. Categorise the upload document selecting the Category 'Occupancy Documents' and Type 'Limitations or Conditions'.
- 9. To upload multiple documents, repeat steps 7 and 8 until complete.

Note: uploaded supporting documentation is available from the **Documents** store and not within the supporting documentation table.

10. Select **Submit** to save and complete.

Document	Document Category		Document Type	
building insurance PDF - 183.69 KB	Occupancy Documents	•	Limitations or Conditions	
UPLOAD Drop files here	Select One	▼ Select One		Ŧ

On completion, the entered Limitation/Condition are displayed.

To make further additions and/or edits use the **Edit Limitation/Conditions** option and repeat steps 1 to 10.

4. Resolve building notifications with no inspection decision

Before a decision can be made, the 'Completion of Building Work' must have an inspection decision (Yes or No) recorded and when inspected must have a successful inspection outcome.

When council have not inspected a message is shown on the **Decision** page.

Certific 5073	ate of	Occup	ancy for s	urgery offi	ce and rehat	oi at 1C W
Summary	Documents	Checklist	Fees Performanc	e Solutions/Variances	Limitations/Conditions	Clocks Decision
< Developmer	nt application	23000968				
Certificate 1214	ID	Building A	\ddress M ST TRANMERE SA 50	73	Building/Building Work surgery office and rehabilitation	Building Class 5
The following it	ems must be a e outcome of th	ctioned befor ne inspection	e a decision can be gra for the Completion of t	anted: the building work must	t be recorded.	
One insp	e or more notific pection is occurri	ations for the c ing or not. Plea	ompletion of the building se contact the Local Gove	t work have been receive rrnment Authority respor	d but it hasn't been determined nsible for the inspections.	l whether the

To resolve the outstanding inspection decisions councils will complete <u>Action a building</u> <u>notification | PlanSA</u> instructions, and when an inspection is required they will complete <u>Record an inspection outcome | PlanSA</u> instructions.

Complete the following steps to view building notifications with outstanding inspection decisions.

1. Click Building Notifications tab.

Certificate o 5073	f Occupancy for surgery o	ffice and reha	bi at 1C W	/ILLIAM ST TRANMERE SA
Summary Document	s Checklist Fees Performance Solutions/Varian	ces Limitations/Conditions	Clocks Decision	Building Notifications Inspection Related Actions 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

The **Building Notifications** page shows the building/building work required notifications.

2. Identify the building notifications that do not have a **Yes** or **No** showing in the **To be Inspected?** Column.

When the authority issuing the Certificate of Occupancy (CoO) is:

• **Council** then make an inspection decision for each building notification following the <u>Record an inspection outcome | PlanSA</u> instructions.

Councils will have edit access to the building notifications to make an inspection decision and record inspection outcome for the completion of building work notification (as applicable).

• Accredited professional issuing the CoO, then contact the council and provide the building notifications missing an inspection decision.

Noting, to proceed with issuing the CoO the 'Completion of building work' notification must have a 'satisfactory' inspection outcome recorded.

on a notification to see further information, view receive	d documents and edit inspections.			
ding consent ilding or building work: surgery office and rehabilitatio	n			
lotification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
ommencement of Building work	EPN Nineteen - 18 Sept 2024 8:04 AM	3 Jul 2023	No	
ompletion of framing	EPN Nineteen - 3 Aug 2023 8:37 AM	3 Aug 2023	Yes	
ompletion of Building work	EPN Nineteen - 3 Aug 2023 8:49 AM	3 Aug 2023	Yes	Record Inspection Outcome

5. View building notification(s) with a pending inspection

Before a decision can be made, an inspection for the completion of building work is required with a satisfactory outcome.

When an inspection outcome has not been recorded a warning message is shown on the **Decision** page advising an inspection outcome for the 'completion of building work' is required before a decision can be made.

Certificate of Occupancy for surgery office and rehabi a Summary Documents Checklist Fees Performance Solutions/Variances Limitations/Conditions Clocks Development application 23000968 Certificate ID Building Address Building/Building Work Building/Building Work Building/Building Work 1214 Curtificate ID 1C WILLIAM ST TRANMERE SA 5073 Building/Building Work Building/Building Work Building/Building Work he following items must be actioned before a decision can be granted: The outcome of the inspection for the Completion of the building work must be recorded.		Clocks Dec			
Development applicat	ion 23000968				
Building Address Building Address Building/Building Wo 1214 Certificate ID 10 WILLIAM ST TRANMERE SA 5073 Building/Building Wo following items must be actioned before a decision can be granted: The outcome of the inspection for the Completion of the building work must be recorded.		Building/Building Work	rk Building Class 5		
Certificate ID 1214	1C WILLIAM ST	TRANMERE SA 5073	surgery office and rehabilitation	5	

From the Inspections screen check for 'pending' inspections prior to issuing the Certificate of Occupancy and to view 'completed' inspections.

- 1. Click **Inspection** tab.
- 2. Check **Pending** inspections table for inspections without an inspection outcome.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073

Inspect	ions										
Certificate 1214	Certificate ID Building Address 1214 1C WILLIAM ST TRANMERE SA 5073					ork Buildir 5	ig Class	Subn EPN I Email Phon	iitted By Vineteen - City of capplican@gmai e: 08 8366 9222	Campbelltown Lcom	
> Draft ~ Pending	t.										
Application ID	Inspection 1	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
23000968	1751	surgery office and rehabilitation	5	Completion of Building work	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug- 2023	Inspection Pending	Building Inspection		

- 3. Check the **Completed** inspections for unsatisfactory outcomes with rectification notifications not yet submitted or submitted with either satisfactory or unsatisfactory outcomes.
- 4. Check the Inspection Documents.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073

nspect	ions														
Certificate 1214	D	Building Add 1C WILLIAM S	ess TRAI	NMERE SA 5073			Building/Building Work Building Class Submitted By surgery office and 5 EPN Nineteen - City of Campbelli rehabilitation Email: capplican@gmail.com Phone: 08 8366 9222					of Campbelltov nail.com 2	vn		
Draft Pending	5														
Application ID	Inspection 1	Building Work		Building Work Classification		Notification	Location		Notification Date	Date of Activity	Status	Inspectio	n Decis	ion Comment	Wh
23000968	1751	surgery office a rehabilitation	nd	5		Completion of Building work	1C WILLIAM ST TRANMERE SA 5073		03-Aug-2023	03-Aug- 2023	Inspection Pending	Building Inspection	n		
Comple	ted														
Application ID	Inspection J	Building Work			Bui	lding Work ssification	Notification	Loca	ation	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Whe
23000968	1026	surgery office a	nd ref	abilitation	5		Completion of framing	1C V TRAI	VILLIAM ST NMERE SA	03-Aug-2023	03-Aug- 2023	07-Aug-2023	Satisfactory	Building	

Review the inspection outcome

5. Right-click mouse on **Inspection ID** with a 'Satisfactory' or 'Unsatisfactory' outcome and option 'Open link in a new tab'.

	- 7	Open link in new tab									
		Open link in new window									
~ Complet	ted	Open licken incognito window									
Application ID	Insp ID	Save link as Copy link address	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
23000968	1026	surgery office and rehabilitation	5	Completion of framing	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug- 2023	07-Aug-2023	Satisfactory	Building Inspection	

The Inspection Details are shown and includes details of:

- Who performed the inspection,
- Elements inspected,
- Breaches, issues or faults,
- Notes, and
- Inspection documents (if applicable).

6. Close the Inspection Details browser tab.

 Certificate Of Occupancy - 	Deve 🗙 🕴 🌉 Certificate of Occ	upancy for sur 🗙 📑 Inspection	Details #1026 - Deve 🗙 🥊	
← → C S dptitraini	ing			
ASSESSMENTS LD CERTIFICA	ATES YOUR APPLICATIONS	CERTIFICATE OF OCCUPAN	YOUR ORGANISATION	
Inspection Summary Related	Details #1026	5		
Application ID	23000968			Development Location(s)
Building Work	surgery office and rehabilitat	tion		1C WILLIAM ST TRANMERE SA 5073
Building Work Classification	5			Title Ref: CT 6154/957 Plan Parcel: D94079 AL53 Additional Location Information:
Notification Description	Completion of framing			Council: Campbelltown City Council
Notification Date	3 Aug 2023			
Date of Activity	3 Aug 2023 9:30 AM			
Status	Inspection Completed			
Catagoni	Building Inspection			

The Certificate of Occupancy – Inspections screen shows.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073

Summary Documents Checklist Fees Performance Solutions/Variances Limitations/Conditions Clocks Decision Building Notifications Inspection Related Actions

Martin a Laborator		Contraction of the second second			VICTOR COMPANY	2012.5 2017.01.02		and an				
Certificate 1214	ID	Building Address 1C WILLIAM ST TR/	ANMERE SA 5073		Building/Building V surgery office and rehabilitation	Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222						
Draft Pending												
Application ID	Inspection 1	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspectio Category	n Decis	ion Comment	Whe
23000968	1751	surgery office and rehabilitation	5	Completion of Building work	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug- 2023	Inspectio Pending	n Building Inspectio	n		
Comple	ted											
Application ID	Inspection J	Building Work		Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
23000968	1026	surgery office and re	habilitation	5	Completion of framing	1C WILLIAM ST TRANMERE SA	03-Aug-2023	03-Aug- 2023	07-Aug-2023	Satisfactory	Building Inspection	

6. Issue the Decision

Before a decision can be made, an inspection for the completion of building work with a satisfactory outcome is required. Refer to View Inspection Outcomes for instructions on how to view required building notifications and pending/completed inspections.

On issuing the decision, an 'Issue' or 'Refuse' email is sent advising the Certificate of Occupancy (CoO) is available for printing or contains a reason for the refusing the application.

1. Click Decision tab and then Record Decision.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA RECORD DEG 5073 Summary Documents Checklist Fees Performance Solutions/Variances Limitations/Conditions Clocks Decision Building Notifications Inspection Related Actions Help for this section < Development application 23000968 Submitted By EPN Nineteen - City of Campbelltown Email: capplican@gmail.com Phone: 08 8366 9222 Certificate ID **Building Class** Building Address 1C WILLIAM ST TRANMERE SA 5073 Building/Building Work 1214 surgery office and rehabilitation Decision 1 Reason Decision Date Assesso Decision Actions No decision has been recorded

Issue Certificate

- 2. Choose 'Issue Certificate' from the decision drop-down menu.
- 3. Indicate the applicable fire authority report option/s (as applicable).

Applies only for building/building work for classes 1B, and 2 to 9.

4. Select Submit to complete.

D	ec	is	io	n

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
Decision for issuing a Co	ertificate of Occupancy *			
Issue certificate				•
A report has been recei	ved from the fire authority confirming that: *			
At least one selection must	be made			
🛃 a booster assembly ha	as been installed and is operating satisfactorily			
a fire alarm system th	at transmits a signal to a fire station or an approved monito	oring service has been installed and is	operating satisfactorily	
all required facilities fo	or fire detection, fire-fighting or the control of smoke have l	peen installed and are operating satisf	actorily	
A report was not recei a report.	ived by the fire authority within 15 business days of a reque	est being made so it has been assumed	d that the fire authority o	did not desire to make
CANCEL				SUBMIT

The 'issued' decision is recorded and the REVOKE CERTIFICATE option shows.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073

Summary D	ocuments Checklist	Fees	Performance Solutions/Varia	nces Limitations/0	Conditions	Clocks	Decision Building N	lotifications	Inspection	Related Action	5
< Development	application 23000968										Help for this section
Certificate ID 1214	Buik 1C W	55 IRANMERE SA 5073	Buildin surgery rehabil	ng/Building office and itation	uilding Work Building Class Submitted By ce and 5 EPN Nineteen - City of Campbelli Email: capican@gmail.com Phone: 08 8366 9222			v of Campbelltown mail.com 22	n		
Decision											
Assessor			Decision	Decision Date	I R	eason					Actions
EPN TESTTEN CA	MPBELLTOWN		Issued	6 Jun 2025							

Decision email communications

On issuing the Certificate of Occupancy an email is sent to; applicant/s, primary contact, land owner/s, building owner, user who submitted the application and the location council.

Certificate of Occupancy dashboard

The application is moved to the COMPLETED tab of the Certificate of Occupancy dashboard and shows status of 'Issued'.

FOR YOUR ACTION (1	5) WAITING (5)	UNDER APPEAL (0) REVOR	KED (2) COMPLETED (29)					
Completed Assigned to me on	ly							
Certificate ID 🛛 👃	Application ID	Location	Building W	ork(s)	CoO Application Date	Decision	Status	Who
1214	23000968	1C WILLIAM ST TRANMERE	SA 5073 surgery offi	ice and rehabilitation	13 Sept 2024	18 Sept 2024	Issued) —

Refuse Certificate

- 5. Choose 'Refuse Certificate' from the decision drop-down menu.
- 6. Provide a **refusal reason** (mandatory). Once start typing the Upload applicant refusal letter is shown, including link to Generate 'Refusal of Certificate of Occupancy' letter.

The reason for refusal is included in the *Refusal of Certificate of Occupancy* letter automatically generated on submission and the email sent to applicant/s, primary contact, user who submitted the application, land owner/s, building owner and the location council.

Decision for issuing a Certificate of Occupancy *
Refuse certificate
Reason for refusal
The reason entered is included in email communications and the 'refusal of Certificate of Occupancy' letter addressed to the relevant application contacts explaining why the application was refused.
Enter a reason to inform the recipients of the communications why the decision to refuse was made.
98/2000
Please note that the reason entered here will be sent to the primary contact to explain why the application was refused
Joload applicant refusal letter *
Constate "Patiesal of Certificate of Cerupancy letter
UPLOAD

- 7. Click on "Generate 'Refusal of Certificate of Occupancy' letter" to download.
- 8. Click on download to open letter in MS Word.



9. Click on **Enable Editing** (as required).

w	AutoSave 🤇	off 🗄 5	- () -	Refusal	of Certificate o	f Occupancy	- Ap 🛈	S • Sa	ived 🗸	Q	WS	-		×
File	Home	Insert Drav	/ Design	Layout	References	Mailings	Review	View	Help	DM	Cor	ments	~ &~	8 ~
0	PROTECTED	VIEW Be careful View.	—files from tl	he Internet o	an contain viru	ises. Unless y	ou need to e	dit, it's sa	afer to sta	y in Prot	ected	Enabl	e Editing) ×
L		∰ ·ι·1·ι·2	3	4 • ∰ • 5 • ı	. 6 . 1 . 7 . 1	. 8 . 1 . 9	i ∰10 · i · 11	• + • 12 •	1 + 13 + 1	• 14 • + •	15 · · · 16 ·	17-8*	- 1 + 1 + -	1.2
-														
-		Plan	SA											
-		1 100110												
1		06/06/2025												
		Test Applicant												
-		ADELAIDE SA	5000											
- -														
4		REFUSAL OF C	ERTIFICATE	OF OCCUP	PANCY									

10. Make any additional updates to the letter, as required, before saving.



11. Click on **UPLOAD** and drag-and-drop letter from the Open window to the 'Drop file here' field.

Enter a reason to inform the recipients of	😰 Open							×
	$\leftarrow \rightarrow \cdot \uparrow$	Search Downloads			P			
	Organize 🔻	New folder						?
	🔺 🔷 Nan	ne	Date modified	Туре	Size			^
Please note that the reason entered here will	То	day (16)						- 1
Upload applicant refusal letter *		Refusal of Certificate of Occupancy - Ap	6/06/2025 1:02 PM	Microsoft Word D	92 KB			
Gene Wi 🚟 al of Certificate of Occupar								
UPLOAD C Drop file here		File name: Refusal of Certificate of Oc	cupancy - Application 2500	00741 - Certificate 🗸	All files			~
			l	Jpload from mobile	Open	0	Cancel	

A report has been received from the fire authority confirming that:*

The Refusal of Certificate of Occupancy letter is attached.



Fire report provided

Applies only for building/building work for classes 1B, and 2 to 9.

- 12. Indicate the applicable fire authority report option/s (as applicable).
- 13. Select Submit to complete.

At least one selection m	ust be made
a booster assembly	has been installed and is operating satisfactorily
a fire alarm system	that transmits a signal to a fire station or an approved monitoring service has been installed and is operating satisfactorily
all required facilitie	s for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily
A report was not re to make a report.	ceived by the fire authority within 15 business days of a request being made so it has been assumed that the fire authority did not desire

The 'refused' decision is recorded, including the reason for refusal.

14. Click on More info to see the full reason.

Certificate ID 1654	Building Addres 1 JAMES ST CAME 5074	s PBELLTOWN SA	Building/Buildin g Work Boarding House	Building Work ID 13410	Building Class 3	Submitted By Test Applicant Email: dptitesting99+ m Phone:	Applicant1@gmail.co
Decision							
Assessor		Decision	Decision Date 🕴	Reason			Actions
EPN Nineteen		Refused	6 Jun 2025	Enter a reason to in	nform the recipients	of the com	More info

The Decision window shows, including the full Refusal reason and option 'x' to close.

Information! The document section will show 'No items available' (expected).

Decision								
Assessor Decision		Decision	Decision Date 🕴	Reason		,	Actions	
EPN Nineteen		Refused	6 Jun 2025	Enter a re	ason to inform the recipients of t	the com	More info	
Decision - 6 Jun 2025								
Decision	Refused						×	
Refusal reason								
Enter a reason to inform the recipients of the communications why the decision to refuse was made.								
Document		٦	уре				Date Created	
No items available								

Decision email communications

On issuing the Certificate of Occupancy an email is sent to; applicant/s, primary contact, land owner/s, building owner, user who submitted the application and the location council.

Certificate of Occupancy dashboard

The application is moved to the COMPLETED tab of the Certificate of Occupancy dashboard and shows status of 'Refused'.



7. Provide the Certificate of Occupancy

When the applicants preferred method of communication is post then download the Certificate of Occupancy from the Documents store.

- 1. Click on **Documents** tab.
- 2. Click on the Certificate of Occupancy document link to download.

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

Summary Docum Related Actions	ents Checklist	Fees	Performance So	lutions/Variances	s Limita	tions/Conditions	Clock	s Decision	Building Notificati	ons Inspection		
< Development appli	cation 24000596											
Certificate ID Building Address 1652 3A RADNOR AV ROSTREVOR SA 5073			Building/Building Building Wor Work 11525 Single Storey Dwelling		Building Work ID 11525	BL 1E	Building Class Submitted By 1B EPN Nineteen - City of Ca Email: capplican@gmail.c Phone: 08 8366 9222		y 1 - City of Campbelltown an@gmail.com 56 9222	1		
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4. Print the Certificate of Occupancy and close the PDF when complete.

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Certificate of Occupancy										
		Planning, L	Developmen	t 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 1652 is issued for the building described below:									
	3B RADNOR AV ROSTREVOR S	1 5073		Address or location of building						
	SUBDICK AV ROSTREVORS	13073		SA REPRESENTATION OF REPORTS 5075						
	Description of building work: S	ingle storey dwe	elling							
	Date of development authoris	ation: 22 May 20)24	Development number: 240005	96					

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Government of South Australia Department for Housing and Urban Development