

Guide for Relevant Authorities

Certificate of Occupancy

Validate Certificate of Occupancy Application

Version 1.13



Government of South Australia

Department for Housing
and Urban Development



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Associated Instructions

1 Receive Building Notification

Refer to the guide '[Receive Building Notification](#)' for instructions on receiving the completion of building work and Statement of Compliance notification and recording the 'inspection outcome'.

2 Validate Certificate of Occupancy Application

Refer to this guide for instructions to verify a valid application for a Certificate of Occupancy has been 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 revoking an issued Certificate of Occupancy.

5 Process an Appeal

Refer to the guide for instructions about receiving and processing an appeal from an applicant in relation to Certificate of Occupancy conditions, regarding process, refusal or other reasons.

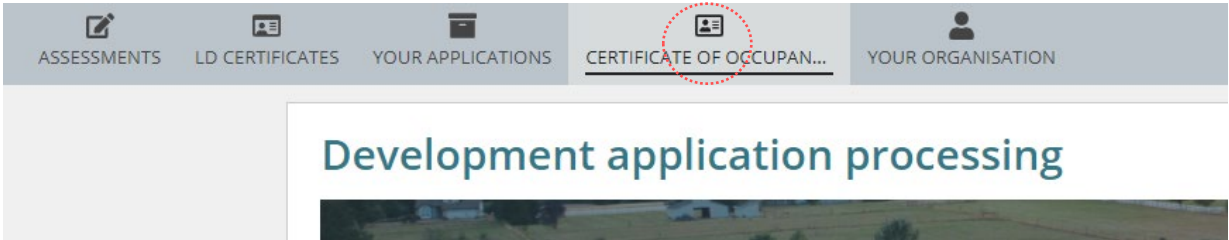
1. Open the Certificate of Occupancy Application

You will receive an email notification on submission of the Certificate of Occupancy (CoO) application by the applicant or re-assigned to you as the relevant authority during the validation of the CoO 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.

Locate the Certificate of Occupancy application

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



2. Locate the CoO and click on the Certificate **ID** number to open.

| FOR YOUR ACTION (13) | | | | | | |
|--|----------------|---------------------------------|-----------------------------------|--------------|---------------------|------|
| Waiting (0) Under Appeal (0) Revoked (1) Completed (8) | | | | | | |
| For your action | | | | | | |
| Application ID | Certificate ID | Location | Building Work(s) | Initiated | Status | Days |
| 23000968 | 1214 | 1 C WILLIAM ST TRANMERE SA 5073 | surgery office and rehabilitation | 13 Sept 2024 | Awaiting Validation | 🕒 - |

Locating the application through the assessment tabs

As the Certificate of Occupancy (CoO) application moves through the assessment process so does the application through the tabs of the dashboard. Refer to the table below for more information.

| Tab | Status | Description of the task being undertaken | Time Frames |
|-----------------|------------------------|---|-----------------------------------|
| For your action | Awaiting validation | With the Relevant authority to commence application validation. | |
| | Validation in Progress | Relevant authority has commenced the application validation | |
| | Awaiting Decision | With the Relevant authority to make a decision. | 5 working days to issue or reject |

| | | | |
|--------------|----------------------------------|--|--|
| Waiting | Awaiting Mandatory Documentation | With the applicant to provide documentation. <i>As the relevant authority you have the ability to upload documentation on behalf of the applicant.</i> | |
| | Awaiting Payment | With the applicant to pay the certificate of occupancy fee. <i>As the relevant authority you have the ability to make a payment on behalf of the applicant.</i> | |
| | Awaiting Fire Report | With the applicant to provide the fire report(s). <i>As the relevant authority you have the ability to upload document on behalf of the applicant.</i> | Applicant has 15 working days to provide the report |
| Completed | Refused | Application refused and the applicant advised. | |
| | Issued | Application approved and the applicant advised the Certificate of Occupancy available. | |
| Under Appeal | Under appeal | Record an appeal against a refused CoO and undertake the required action based on the court outcome. | |
| Revoked | Revoked | Issued CoO revoked and the applicant advised to apply for a new CoO. | |

2. Review and Update Certificate of Occupancy Details

Throughout the validation and assessment a more information panel (outlined) displays with Certificate ID number, all building addresses, building/building work, building classes when multiple building/building works and the name and contact details of the person who submitted the application.

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

START VALIDATION

SummaryDocumentsClocksBuilding NotificationsInspectionRelated Actions

Help for this section

< Development application 23000968

| | | | | |
|----------------|--------------------------------|---|----------------|---|
| Certificate ID | Building Address | Building/Buildin g Work | Building Class | Submitted By |
| 1214 | 1C WILLIAM ST TRANMERE SA 5073 | surgery office and rehabilitation | 5 | EPN Nineteen - City of Campbelltown Email: capplan@gmail.com Phone: 08 8366 9222 |

Certificate of Occupancy Details

| | | | | | | | |
|----------------------------------|--|---------------------------|-------------|---------|-------------|------------|---------------------------|
| Certificate of Occupancy Status | Awaiting Validation | | | | | | |
| Consent(s) / Stage(s) | Building Consent Date of development authorisation: 3 Aug 2023 | | | | | | |
| Address of building | 1C WILLIAM ST TRANMERE SA 5073 | | | | | | |
| | <table><tr><td>Title Ref</td><td>Plan Parcel</td><td>Council</td></tr><tr><td>CT 6154/957</td><td>D94079AL53</td><td>Campbelltown City Council</td></tr></table> | Title Ref | Plan Parcel | Council | CT 6154/957 | D94079AL53 | Campbelltown City Council |
| Title Ref | Plan Parcel | Council | | | | | |
| CT 6154/957 | D94079AL53 | Campbelltown City Council | | | | | |
| Description of building | surgery office and rehabilitation | | | | | | |
| Certificate will be issued by | City of Campbelltown | | | | | | |
| Building / building work | surgery office and rehabilitation | | | | | | |
| Building Classification(s) | | | | | | | |
| Classification 1 | 5 - Office for professional or commercial purposes | | | | | | |
| Max number of Building Occupants | 10 | | | | | | |

The **Application Contacts** shows all contacts involved in the application, includes the building owner and builder(s).

| Application contacts | |
|---|---|
| Applicant Name: Mr EPN Nineteen Type: Individual | Preferred Contact Method: Email Phone: 8123 4567 Email: EPN.test19@sa.gov.au |
| Primary Contact Name: Mr EPN Nineteen Type: Individual | Preferred Contact Method: Email Phone: 8123 4567 Email: EPN.test19@sa.gov.au |
| Land Owner Name: Mr EPN Nineteen Type: Individual | Preferred Contact Method: Email Phone: 8123 4567 Email: EPN.test19@sa.gov.au |
| Building Owner Name: Mr EPN Nineteen Type: Individual | Preferred Contact Method: Email Phone: 8123 4567 Email: EPN.test19@sa.gov.au |
| Invoice Contact Name: Mr EPN Nineteen Type: Individual | Preferred Contact Method: Email Phone: 8123 4567 Email: EPN.test19@sa.gov.au |
| Builder Name: Big Bigger Best Homes Type: Business Address: 83 PIRIE STREET ADELAIDE Builders Licence No: BLD 123456 | Preferred Contact Method: Email Phone: +1800 000 111 Email: sascha.woods@sa.gov.au |

3. Validating the application

Overview of the Validation screen segments

The Certificate Validation process requires reviewing, updating and completing information on the following pages.

Relevant authority issuing the Certificate of Occupancy

Confirm you are the relevant authority issuing the Certificate of Occupancy or re-assign to another authority.

Where applicable provided Certificate of Occupancy superseding details.

Occupancy Details

Confirm the address of the building and change as required.
Review the building/building work.

Occupancy required documentation and evidence

Complete confirming the legislative requirements have been met.

Request for Documentation

Where further documentation is required to confirm the legislative requirements.

Fee Request

Issue the Certificate of Occupancy fee. Not applicable for building certifiers.

Allocate a team member who will complete the application for Certificate of Occupancy

The allocation of team member or change of allocation can take place at any point throughout the assessment process, including post decision.

- 1. Click on **Assign** link.

Certificate of Occupancy Details

Certificate of Occupancy unassigned

Assign

Certificate of Occupancy Status

Awaiting Validation

View team workload

Prior to allocating a team member, view the current team workload.

- 2. Click on **View team workload** link.

Certificate of Occupancy Details

Certificate of Occupancy unassigned

Type to select the user

SAVE

CANCEL

> View team workload

Certificate of Occupancy Status

Awaiting Validation

A bar-graph shows all team members for the organisation and the number of active Certificate of Occupancy applications assigned.

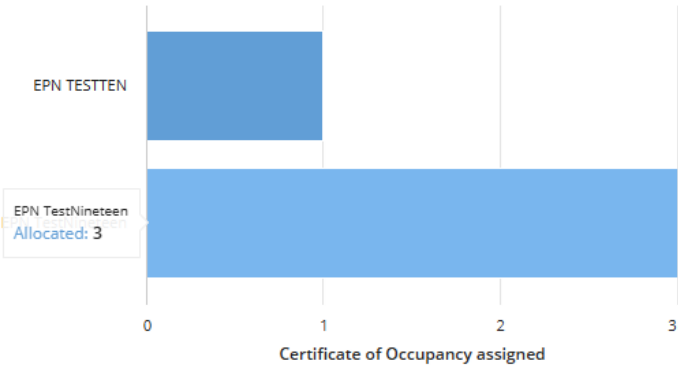
Certificate of Occupancy unassigned

Type to select the user

SAVE

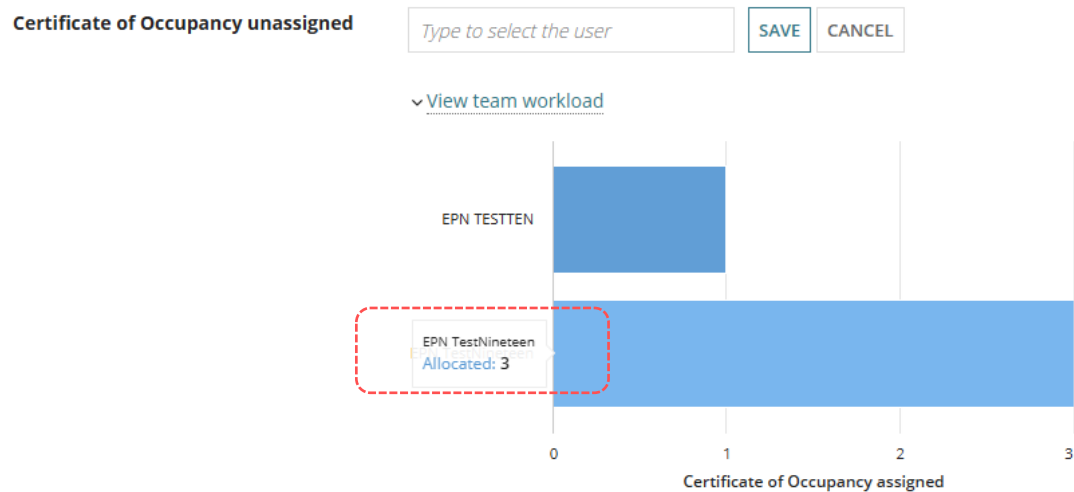
CANCEL

> View team workload



View team members allocated applications

3. Hover over the bar to view the allocation and then click on the bar to view a list of active applications.



A list of assigned active applications displays.

4. Click on **Back to all users** link.

Certificate of Occupancy unassigned

Type to select the user

SAVE

CANCEL

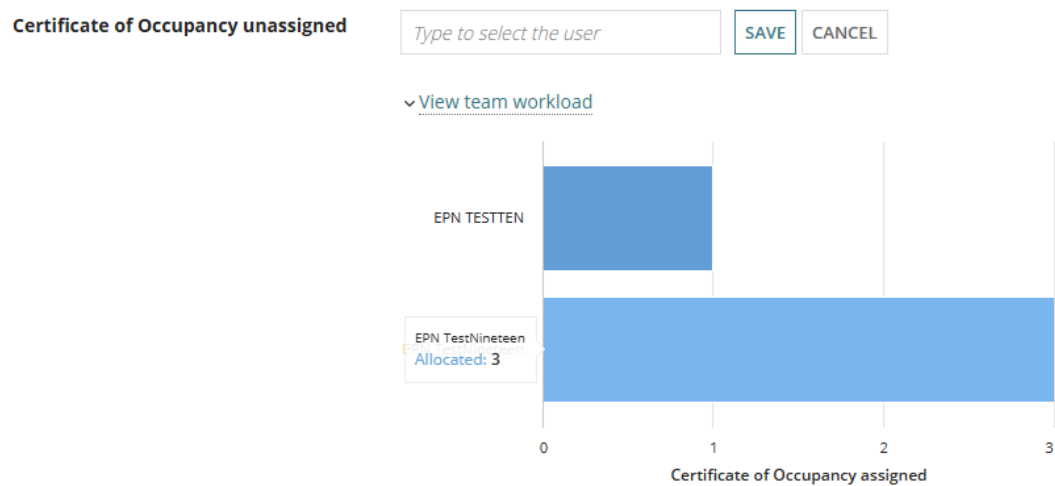
View team workload

Back to all users

Certificate of Occupancies assigned to EPN TestNineteen

| Certificate ID | Application ID | Location | Building Work(s) | CoO Application Date | Status | Days |
|----------------|----------------|-----------------------------|------------------------|----------------------|------------------------|------|
| 1308 | 24050013 | 9 LIASCOS AV NEWTON SA 5074 | Single Storey dwelling | 28 Jan 2025 | Validation in Progress | 🕒 - |
| 1302 | 24050013 | 9 LIASCOS AV NEWTON SA 5074 | Single Storey dwelling | 24 Jan 2025 | Pending Withdrawal | 🕒 - |

The bar-graph showing all team member allocations displays.



- Click on **View team workload** link to close the bar-graph.
- Start typing the team members name to return possible matches and then click on the team member name to select.

Certificate of Occupancy unassigned

| | | |
|------------------|------|--------|
| t | SAVE | CANCEL |
| EPN TESTTEN | | |
| EPN TestNineteen | | |

Certificate of Occupancy Status

Awaiting Validation

- Click **SAVE** to complete the allocation.

Certificate of Occupancy assigned to

EPN TestNineteen ✕

SAVE CANCEL

[> View team workload](#)

Certificate of Occupancy Status

Awaiting Validation

The team member allocation is completed, with an option to **Change** the allocation.

Certificate of Occupancy Details

Certificate of Occupancy assigned to


EPN TestNineteen [Change](#)

Certificate of Occupancy Status

Awaiting Validation

The team member allocated will receive an email 'Certificate of Occupancy ID allocated for assessment' and same email is sent on change of allocation.

Certificate of Occupancy ID 1164 allocated for assessment –
Application ID 24048164
Applicant: Applicant One
Address: 1 JAMES ST CAMPBELLTOWN SA 5074



Certificate of Occupancy ID 1164 has been allocated to EPN TestNineteen to validate and issue a decision.

Please do not reply to this email as it is automatically generated. If this email is in relation to a development application, please contact your Relevant Authority or Assessing officer.

The team member allocated to the application for Certificate of Occupancy (includes assigned to me) can be viewed from the following dashboards

- FOR YOUR ACTION
- WAITING
- UNDER APPEAL
- REVOKED
- COMPLETED

FOR YOUR ACTION (26)

WAITING (23)

UNDER APPEAL (0)

REVOKED (3)

COMPLETED (15)

For your action

☒ Assigned to me only

| Certificate ID | Application ID | Location | Building Work(s) | CoO Application Date | Status | Who | Days |
|----------------|----------------|-----------------------------|-------------------------|----------------------|------------------------|-----|------|
| 1308 | 24050013 | 9 LIASCOS AV NEWTON SA 5074 | Multi-Storey Dwelling 1 | 28 Jan 2025 | Validation in Progress | | - |
| 1302 | 24050013 | 9 LIASCOS AV NEWTON SA 5074 | Multi-Storey Dwelling 2 | 24 Jan 2025 | Pending Withdrawal | | - |

Task allocations

Tasks generated throughout the process of validating and issuing an application for Certificate of Occupancy will be assigned to the allocated team member in the For Your Action tab of the Assessments dashboard.

- Validate Certificate of Occupancy,
- Process Certificate of Occupancy Withdrawal Request
- Issue Certificate of Occupancy Decision

| FOR YOUR ACTION (131) | | ASSESSMENT IN PROGRESS (94) | WAITING (46) | UPCOMING (33) | COMPLETED (170) | BUILDING NOTIFICATIONS (36) | RECTIFICATION NOTIFICATIONS (1) |
|---|-----------|-----------------------------|-------------------------|---------------|-----------------------------------|-----------------------------|---------------------------------|
| For your action | | | | | | | |
| <input checked="" type="checkbox"/> Assigned to me only | | | | | | | |
| ID | Owner | Location | Nature of Development | Lodged | Action | Who | Days |
| 24050013 | N Houston | 9 LIASCOS AV NEWTON SA 5074 | Multi-Storey Dwelling 1 | 23 Dec 2024 | Validate Certificate of Occupancy | | 🕒 - |

Change or remove a team member allocation

1. Click on **Change** link.

Certificate of Occupancy Details

Certificate of Occupancy assigned to

EPN TestNineteen

Change

Certificate of Occupancy Status

Awaiting Validation

2. Click 'X' to remove the allocation.

Certificate of Occupancy assigned to

EPN TestNineteen

X

SAVE

CANCEL

> View team workload

Certificate of Occupancy Status

Awaiting Validation

3. The allocation is removed. Leave the application unassigned or start typing a different team members name to be assigned the application.

Certificate of Occupancy unassigned

t

EPN TESTTEN

EPN TestNineteen

SAVE

CANCEL

Certificate of Occupancy Status

Awaiting Validation

Validate application

1. Click on **Start Validation**.

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

Summary

Documents

Clocks

Building Notifications

Inspection

Related Actions

START VALIDATION

Help for this section

Development application 23000968

| | | | | |
|----------------|--------------------------------|-----------------------------------|----------------|--|
| Certificate ID | Building Address | Building/Building Work | Building Class | Submitted By |
| 1214 | 1C WILLIAM ST TRANMERE SA 5073 | surgery office and rehabilitation | 5 | EPN Nineteen - City of Campbelltown Email: capplan@gmail.com Phone: 08 8366 9222 |

Confirm Issuing Relevant Authority

Council is the issuing authority

Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? *

☒ Yes

☐ No

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

REASSIGN

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

☐ Yes

☐ No

When council are both the building consent and development approval relevant authority **Are you the relevant authority that will be issuing the Certificate of Occupancy** defaults to **Yes** with the **council's name**. The Reassign button is visible and disabled.

Building certifier is the issuing authority

Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? *

☒ Yes

☐ No

The Certificate of Occupancy will be issued by:
Planning ACP One

REASSIGN

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

☐ Yes

☐ No

2. Leave the Yes default for **Are you the relevant authority that will be issuing the Certificate of Occupancy?**

Reassign to another authority

The authorities available for selection is determined whether you are a building certifier, an Assessment Manager (council) or Regional Assessment Panel (RAP), or State Planning Commission (SPC). On reassignment, the new issuing authority is notified.

3. Alternatively change to **No**, and the who will be issuing defaults with the location council name.

Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? *

☐ Yes

☒ No

The Certificate of Occupancy will be issued by:

City of Adelaide

REASSIGN

CANCEL

SUBMIT

SAVE DRAFT

4. Click **REASSIGN** to complete the reassignment.
5. Click **COMPLETE**.

Application was reassigned

This application was reassigned to a different relevant authority. Please wait a minute while the reassignment is processed.

COMPLETE

The **Certificate of Occupancy – Summary** shows with **Certificate will be issued by** updated with the new issuing authority.

Certificate of Occupancy Details

| | | | |
|---------------------------------|--|--------------|-----------------------|
| Certificate of Occupancy Status | Awaiting Validation | | |
| Consent(s) / Stage(s) | Building Consent Stage 1 Date of development authorisation: 22 May 2024 | | |
| Address of building | 83 PIRIE ST ADELAIDE SA 5000 | | |
| | Title Ref | Plan Parcel | Council |
| | CT 6297/43 | D129192AL789 | Adelaide City Council |
| Description of building | 3 storey apartment complex with mixed commercial use | | |
| Certificate will be issued by | City of Adelaide | | |

Superseding an existing Certificate of Occupancy

1. Determine if the **Certificate of Occupancy (CoO)** is superseding an existing CoO and choose the applicable option.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

☐ Yes

☐ No

2. Select **Yes** and complete the following.
- **Previous Certificate of Occupancy ID** (if applicable) – free text field.
 - **Date Issued** and **Date revoked**.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

☒ Yes

☐ No

Previous Certificate of Occupancy ID (if applicable)

623

Date issued *

03/08/2023

Date revoked *

12/09/2024

3. Or select **No**, disabling fields **Previous Certificate of Occupancy ID**, **Date Issued** and **Date revoked**.

Is this Certificate of Occupancy superseding an existing Certificate of Occupancy? *

☐ Yes

☒ No

Previous Certificate of Occupancy ID (if applicable)

Date issued

dd/mm/yyyy

Date revoked

dd/mm/yyyy

Occupancy Details

4. Leave the **Address of building** as default; when only one property location is listed.

If there are multiple property locations, then you will have the option to update the selection from a list of building/property locations.

Occupancy Details

Address of building *

1C WILLIAM ST TRANMERE SA 5073

Select all that apply

| Building/Building Work | COO Building Description | Classification | Max Occupants |
|-----------------------------------|--|--|---------------|
| surgery office and rehabilitation | surgery office and rehabilitation 33/4000 | 5 - Office for professional or commercial purposes | 10 |

5. Update the **COO Building Description**, as required.

The **Occupants** classification and the **maximum number** of occupants cannot be edited.
Information! For a '1A building classification', the maximum occupants are not applicable.

Occupancy Details

Address of building *

1C WILLIAM ST TRANMERE SA 5073

Select all that apply

| Building/Building Work | COO Building Description | Classification | Max Occupants |
|-----------------------------------|--|--|---------------|
| surgery office and rehabilitation | surgery office and rehabilitation 33/4000 | 5 - Office for professional or commercial purposes | 10 |

Complete the Occupancy required documentation and evidence

Occupancy required documentation and evidence

All duly completed Statements of Compliance (SOC) for the completed building work have been received? *

- ☐ Yes
☐ No
☐ Not Applicable

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- ☐ Yes
☐ No
☐ None specified

Statement of Compliance required additional documents

Ensure the below required documentation is uploaded with your application

| Building Consent Stage | Building/Building Work | Required additional documents |
|------------------------|-----------------------------------|------------------------------------|
| - | surgery office and rehabilitation | checklist - compliance certificate |

6. Right-click on the **Documents** tab and **Open link in a new tab**. This will allow you to check the uploaded documents whilst completing the evidence-based questions.

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

Summary

Documents

Checks

Building Notifications

Inspection

Related Actions

Open link in new tab

Open link in new window

Open link in incognito window

Certifica

The **Documents** table will display the 'document types' (listed below) to assist with determining the applicant has provided the required documentation to confirm the legislative requirements have been met.

- Statement of Compliance
- Performance Solution assessment
- Building Notification
- Request for Documentation
- Specific to the Certificate of Occupancy workflow
- Decision Notification Form
- Development Approval
- Certificate of Occupancy
- Fire Report
- Inspection outcome

Confirm Statement of Compliance is complete and provided

A Statement of Compliance has been received

1. Click **Yes** a Statement of Compliance has been received.

The **Statement of Compliance ID** window opens.

All duly completed Statements of Compliance (SOC) for the completed building work have been received? *

- ☒ Yes
☐ No
☐ Not Applicable

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B *

--- Select One --- ▼

Part A of this Statement of Compliance was signed by *

- ☐ Main building work contractor
☐ Registered building work supervisor
☐ Building certifier

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Part B of this Statement of Compliance was signed by *

- ☐ Owner
☐ Owner's agent

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add another Statement of Compliance](#)

Statement of Compliance document not uploaded

An error message is shown advising the Statement of Compliance must be uploaded to proceed with the application.

2. Change the to **No** and request this from the applicant in [Request for documentation](#) instructions.

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B *

--- Select One ---

▼

Statement of Compliance is required

A Statement of Compliance must be uploaded into the Documents section of the application to proceed with completing the Certificate of Occupancy validation checklist.

Part A of this Statement of Compliance was signed by*

☐ Main building work contractor

☐ Registered building work supervisor

☐ Building certifier

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Part B of this Statement of Compliance was signed by*

☐ Owner

☐ Owner's agent

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add another Statement of Compliance](#)

3. Click on **Select the Statement of Compliance document to link with who is signing Part A and Part B** to view a drop-down list of Statement of Compliance document(s).

Statement of Compliance ID: ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B *

--- Select One ---

▼

--- Select One ---

AdditionalDocumentsUploadedByApplicant-171842.docx

On selection, the Statement of Compliance document is available to download, and the system generated document ID number is displayed.

Statement of Compliance ID: 171842 ▼

Select the Statement of Compliance document to link with who is signing Part A and Part B *

AdditionalDocumentsUploadedByApplicant-171842.docx

▼

i

Open the attached Statement of Compliance to verify or check the names provided for Part A and Part B and update if required.

| Document | Document Number |
|--|-----------------|
| AdditionalDocumentsUploadedByApplicant-171842.docx | 171842 |

4. Confirm the *Statement of Compliance* form Part A and Part B signed by 'matches' the shown names within **Part A** and **Part B** fields.

The **Part A and Part B of this Statement of Compliance** was signed by defaults with the selection made by the individual who submitted the first building/building work building notification.

Part A of this Statement of Compliance was signed by *

☒ Main building work contractor
☐ Registered building work supervisor
☐ Building certifier

Licensed Building Work Contractor *

Big Bigger Best Homes (Builder) ▼ [Add new Licensed Building Work Contractor](#) [Add from your application contacts](#)

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

Part B of this Statement of Compliance was signed by *

☒ Owner
☐ Owner's agent

Owner *

EPN Nineteen (Land Owner) ▼ [Add new Owner](#)

☐ Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation

[+ Add another Statement of Compliance](#)

5. When the name of the Statement Compliance form is different to the name displayed, then add new **licensed building work contractor**, **Add from your application contacts** or **Add new owner** following the [Add a different Part A or Part B Signatory](#) instruction.
6. As applicable, flag the Signature not supplied, despite reasonable steps by applicant; relevant building inspected and appears suitable for occupation.
7. As required, select '**Add another Statement of Compliance**' and complete the SOC details.

Statement of Compliance not received

You cannot proceed without a completed SOC. Request this from the applicant in [Request for documentation](#) instructions.

| | | |
|---|--|---|
| All duly completed Statements of Compliance (SOC) for the completed building work have been received? * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable |  ⚠ You will not be able to issue a Certificate of Occupancy until a Statement of Compliance for the completed building work has been received. |
|---|--|---|

Statement of Compliance is Not Applicable

You are certifying the legislative requirements for proceeding without a Statement of Compliance have been satisfied.

Other than for a swimming pool or a bushfire shelter, a Statement of Compliance (SOC) for a Class 10 building is not required.

All duly completed Statements of Compliance (SOC) for the completed building work have been received? *

☐ Yes

☐ No

☒ Not Applicable

⚠ By selecting this option you certify that the legislative requirements for proceeding without a Statement of Compliance have been satisfied.

Add a different Part A or Part B Signatory

1. Select + **Add new ...** available within the section being completed.

Part A of this Statement of Compliance was signed by

- Add new licensed building work contractor
- Add new registered building work supervisor
- Add new building certifier

Part B of this Statement of Compliance was signed by

- Add new Owner
- Add new Owner's agent


Part A of this Statement of Compliance was signed by*

☐ Main building work contractor

☐ Registered building work supervisor

☒ Building certifier

 Add new Building Certifier

 Add from your application contacts

2. The Contact Type will default, for example 'Building Certifier'.
3. Leave INDIVIDUAL default and then fill in the form with the individual details from the *Statement of Compliance form*.

Edit Building Certifier

* Contact Type

Building Certifier

INDIVIDUAL

BUSINESS

Title *

Ms

First Name *

Liz

100 characters maximum

Last Name *

Public

100 characters maximum

Licence Number *

54654

4. Alternatively, you can change the contact type to **Business** and then fill in the form with the business details from the *Statement of Compliance form*.

Edit Building Certifier

* Contact Type

Building Certifier

INDIVIDUAL

BUSINESS

Business Name *

Liz Public

100 characters maximum

Licence Number *

54654

50 characters maximum

Postal Address *

101 GRENFELL STREET, ADELAIDE

5. Click **SAVE** to create the contact.

The contact is created and populates the **Building Certifier** field (in this example).

Part A of this Statement of Compliance was signed by *

☐ Main building work contractor

☐ Registered building work supervisor

☒ Building certifier

Building Certifier *

Jimmy B Certifiers (Building C...

+ Add new Building Certifier

Add who completing Part A from application contacts

The feature 'Add from your application contacts' is only available for accredited professionals. To learn more, visit [how to set-up reusable and default application contacts | PlanSA](#).

1. Click **Add from your application contacts**.

Statement of Compliance ID: 522083

Select the Statement of Compliance document to link with who is signing Part A and Part B *

Statement Of Compliance.docx

i Open the attached Statement of Compliance to verify or check the names provided for Part A and Part B and update if required.

| Document | Document Number |
|--------------------------------|-----------------|
| * Statement Of Compliance.docx | 522083 |

Part A of this Statement of Compliance was signed by *

☒ Main building work contractor

☐ Registered building work supervisor

☐ Building certifier

Licensed Building Work Contractor *

Big-Homes Designs (Builder)

[Add new Licensed Building Work Contractor](#)

[Add from your application contacts](#)

The **Search standard contacts** page displays.

2. Click in the field to search for a builder, registered building work supervisor or building certifier.
3. Select the required builder.

Search standard contacts *

--Select a Value--

Q Search

--Select a Value--

Mr Joe Builder, 104 FULLARTON ROAD NORWOOD SA 5067, 0883704024

Builder one, 83 PIRIE STREET ADELAIDE SA 5000, 01111111

4. Click **ADD**.

Search standard contacts *

Mr Joe Builder, 104 FULLARTON ROAD NORWOOD SA 5067, 0883704024

CANCEL

ADD

Confirm statement of compliance required additional documents

The **Statement of Compliance required additional documents** will list any documents specified by the assessor or displays 'none specified'.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- ☐ Yes
☐ No
☐ None specified

Statement of Compliance required additional documents

Ensure the below required documentation is uploaded with your application

| Building Consent Stage | Building/Building Work | Required additional documents |
|------------------------|-----------------------------------|------------------------------------|
| - | surgery office and rehabilitation | checklist - compliance certificate |

- Choose the applicable response to **All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c))?**

Refer to the **Documents** tab to compare against the specified documents.

- Select **Yes** confirming all specified documents are supplied.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- ☒ Yes
☐ No
☐ None specified

Statement of Compliance required additional documents

Ensure the below required documentation is uploaded with your application

| Building Consent Stage | Building/Building Work | Required additional documents |
|------------------------|-----------------------------------|------------------------------------|
| - | surgery office and rehabilitation | checklist - compliance certificate |

- If **No** then request the required documentation from the applicant in complete [Request for documentation](#) instructions.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- ☐ Yes
☒ No
☐ None specified

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Or **None specified** then continue to the next question.

All certificates, reports or other documentation listed in the decision notification form, to be provided to the relevant authority with the Statement(s) of Compliance, have been received (as per regulation 57(8)(c)) *

- ☐ Yes
☐ No
☒ None specified

Confirm rectified or satisfactorily addressed non-conformances or issues

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *

- ☐ Yes
☐ No
☐ Not Applicable

9. Right-click on the **Inspection** tab and **Open link in a new tab**. This will allow you to check the inspection outcomes whilst completing the evidence-based questions.

A recommendation is to repeat same for the **Building Notifications** tab.

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

Summary Documents Clocks Building Notifications **Inspection** Related Actions

Certificate Validation

- Open link in new tab
Open link in new window
Open link in incognito window

10. Choose the applicable response to **Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed?**

- Select **Yes** confirming non-conformances / issues rectified or addressed.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *

- ☒ Yes
☐ No
☐ Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *

- ☐ Yes
☒ No
☐ Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Or **Not Applicable** then continue to the next question.

Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed *

- ☐ Yes
☐ No
☒ Not Applicable

Confirm all relevant bushfire protection requirements

Only applicable for building/building work class 1A.

11. Choose the applicable response to **Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable**

- Select **Yes** confirming statutory declaration and/or evidence provided.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable *

- ☒ Yes
☐ No
☐ Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable *

- ☐ Yes
☒ No
☐ Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Or **Not Applicable** then continue to the next question.

Statutory declaration and/or such other evidence to the satisfaction of the relevant authority confirming all relevant bushfire protection requirements have been installed and are operational as approved, including on-site water supply, pumps, pipework, hoses and fittings as applicable *

- ☐ Yes
☐ No
☒ Not Applicable

Confirm smoke alarms installed

Only applicable for building/building work class 1A.

12. Choose the applicable response to **Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational**

- Select **Yes** confirming statutory declaration and/or evidence provided.

Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational *

- ☒ Yes
☐ No
☐ Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

| | | |
|--|--|--|
| Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable | The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first. |
|--|--|--|

- Or **Not Applicable** then continue to the next question.

| | |
|--|--|
| Statutory declaration and/or evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational * | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable |
|--|--|

Confirm received statement of site suitability

Only applicable for building/building work class 1A.

13. Choose the applicable response to **Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use**

- Select **Yes** confirming statement provided.

| | |
|--|--|
| Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use * | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable |
|--|--|

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

| | | |
|--|--|--|
| Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable | The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first. |
|--|--|--|

- Or **Not Applicable** and either complete [Request for documentation](#) instructions or Application Fees instructions (not applicable for building certifiers).

| | |
|--|--|
| Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use * | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable |
|--|--|

Confirm evidence provided to show conditions have been satisfied

Refer to section **Conditions** for Planning and Building Consent within the open *Decision Notification form* to identify the conditions that must be 'met' and the documented evidence within the Documents store.

| CONDITIONS |
|---|
| Planning Consent |
| Condition 1 The development granted Development Plan Consent shall be undertaken and completed in accordance with the stamped plans and documentation, except where varied by conditions below (if any). |
| Condition 2 A detailed landscaping plan shall be submitted to the reasonable satisfaction of the SCAP prior to Building Rules Consent being granted for superstructure works. This shall identify planting medium depths, irrigation methods and other features of the landscaping scheme to demonstrate viability of all plantings and lawn. The updated |
| detailed landscaping plan shall be reflected, as necessary, in all other relevant plans and drawings (including, for example, sectional drawings). |
| Condition 3 Trade waste to be screened from view |

Only applicable for building/building work class 1B, or 2 to 9.

14. Choose the applicable response to **Evidence has been received to show that any conditions applied to the approved development have been satisfied?**

- Select **Yes** confirming evidence received.

| | |
|--|--|
| Evidence has been received to show that any conditions applied to the approved development have been satisfied * | <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable |
|--|--|

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

| | | |
|--|--|--|
| Evidence has been received to show that any conditions applied to the approved development have been satisfied * | <input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Not Applicable | The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first. |
|--|--|--|

- Or **Not Applicable** and continue to the next question.

| | |
|--|--|
| Evidence has been received to show that any conditions applied to the approved development have been satisfied * | <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable |
|--|--|

Confirm ESP (Essential Safety Provisions) compliance certificates required**Only applicable for building/building work class 1B, or 2 to 9.**

15. Choose the applicable response to **ESP compliance certificates required under regulation 94(7) have been received?**

- Select **Yes** confirming required compliance certificates received.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *

- ☒ Yes
☐ No
☐ Not Applicable

- If **No** then request the required documentation from the applicant in [Request for documentation](#) instructions.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *

- ☐ Yes
☒ No
☐ Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- **Or Not Applicable** then continue to the next question.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *

- ☐ Yes
☐ No
☒ Not Applicable

Confirm Fire Report received**Only applicable for building/building work class 1B, or 2 to 9.**

16. Choose the applicable response to: **A fire report has been received from fire authority?**

- Select **Yes** confirming the fire report has been received.

A fire report has been received from fire authority *

- ☒ Yes
☐ No
☐ Not Applicable

The fire report confirms that:

At least one selection must 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 facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily

- If **No** advises the applications primary contact notified on validation completion.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *

☐ Yes

☐ No

☒ Not Applicable

A fire report has been received from fire authority *

☐ Yes

☒ No

☐ Not Applicable

With this option selected you may complete validation, then the system will automatically contact the application's Primary Contact (where the selected contact method is email) to request that they provide the fire report within 15 business days. If they fail to provide the document, you may need to follow up with the appropriate fire authority directly, before making the decision.

- Or **Not Applicable** and either complete [Request for documentation](#) instructions or Application Fees instructions (not applicable for building certifiers)

A fire report has been received from fire authority *

☐ Yes

☐ No

☒ Not Applicable

Request for Documentation

>

Application Fees

>

CANCEL

SUBMIT

SAVE DRAFT

Request for documentation

When answering 'No' to a question above, complete the request for documentation to create a letter to the applicant and send electronically via email or by post.

Important! If a "Fire Report" is required, on validating the application an email notification is sent to the applicant requesting a 'fire report' be provided to complete the application validation.

No missing documentation or evidence

The Request for Documentation is disabled.

Request for Documentation

How do you wish to resolve the shortfall in documentation?

☐ Request additional documentation

☐ Waive the requirement for additional documentation

Option 1: Waive the requirement for additional documentation

This option is not available if the Statement of Compliance has not been provided.

Request for Documentation

How do you wish to resolve the shortfall in documentation? *

☒ Request additional documentation

☐ Waive the requirement for additional documentation

This cannot be waived since a Statement of Compliance for the completed building work has not been provided

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

Generate 'request for additional documentation' letter

UPLOAD

Drop file here

17. Click **Waive the requirement for additional documentation** and provide a reason.

Request for Documentation

How do you wish to resolve the shortfall in documentation? *

☐ Request additional documentation

☒ Waive the requirement for additional documentation

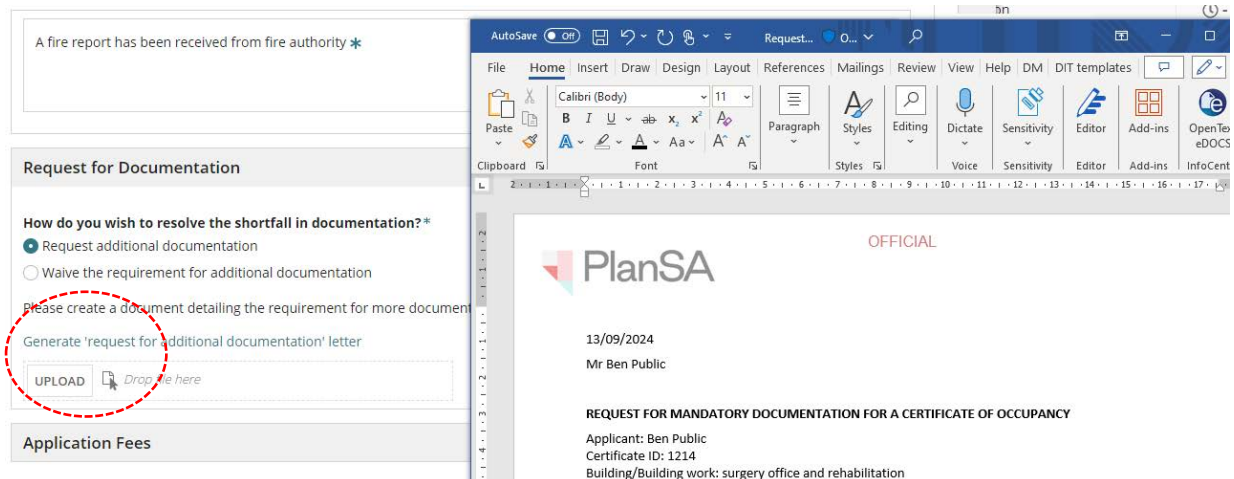
* Reason for waiving

provide reason for the waiver

Option 2: Request additional documentation

18. Click **Request additional documentation**.

19. Download the request for additional documentation letter.



20. Click **enable editing** to make updates.

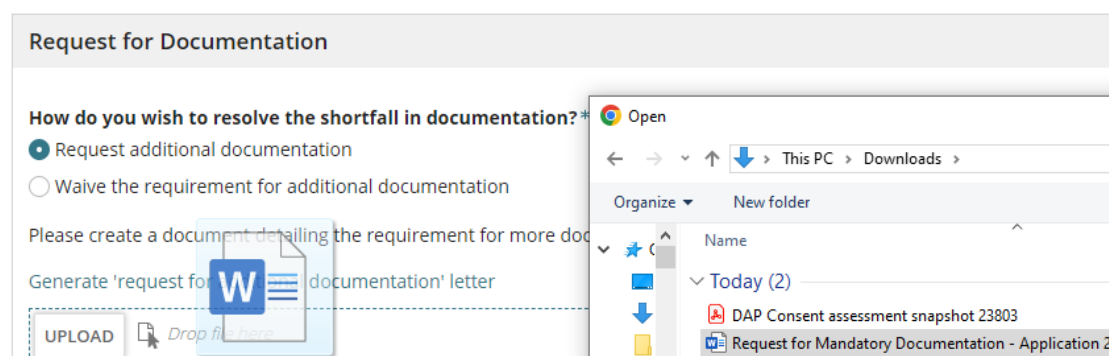
21. Go to the placeholder in the letter **<Please provide a detailed list of required documentation here>** and type over with the required documentation the applicant must provide.

22. Save the **Request for Additional Documentation** letter to a location on your computer, and then close the letter and return to the **Certificate Validation – Checklist** to upload.

Alternatively, when the 'primary contact's' preferred method is post, then post the letter and upload a copy of the letter to the **Documents** store referring to Upload documentation on behalf of the applicant instructions.

23. Click on **Upload** to locate the letter.

24. Navigate to the folder location of the letter, click on the letter name and **Open** to upload.



25. Click **Submit** to notify the ‘primary contact’.

Request for Documentation

How do you wish to resolve the shortfall in documentation?*

☒ Request additional documentation

☐ Waive the requirement for additional documentation

Please create a document detailing the requirement for more documentation (will be sent to the application's nominated contact).

[Generate 'request for additional documentation' letter](#)

Request for Mandatory Do...
DOCX – 91.65 KB

Application Fees

>

CANCEL

SUBMIT

SAVE DRAFT

The **Certificate of Occupancy – Summary** screen displays and a **Provide Mandatory Information** button.

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

PROVIDE MANDATORY INFORMA...

Summary

Documents

Clocks

Building Notifications

Inspection

Related Actions

Help for this section

< Development application 23000968

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: capplan@gmail.com
Phone: 08 8366 9222

Certificate of Occupancy Details

Certificate of Occupancy Status

Awaiting Mandatory Documentation

26. Click on **Certificate of Occupancy** to return to the dashboard.

On returning to the **Certificate of Occupancy** dashboard the application will have been moved from your **For Your Action** tab to the **Waiting** tab awaiting the ‘primary contact’ to provide the mandatory documentation.

FOR YOUR ACTION (12)

WAITING (1)

UNDER APPEAL (0)

REVOKED (1)

COMPLETED (8)

Waiting

| Application ID | Certificate ID ↓ | Location | Building Work(s) | Initiated | Status | Days |
|----------------|------------------|--------------------------------|-----------------------------------|--------------|----------------------------------|------|
| 23000968 | 1214 | 1C WILLIAM ST TRANMERE SA 5073 | surgery office and rehabilitation | 13 Sept 2024 | Awaiting Mandatory Documentation | 🕒 - |

Upload documentation on behalf of the applicant

- 1. Click on **Certificate of Occupancy** (CoO) option.
- 2. Click on the **Waiting** tab to view the application.
- 3. Locate the CoO and click on the Certificate **ID** number to open.

| | | | | |
|----------------------|-------------|------------------|-------------|---------------|
| FOR YOUR ACTION (12) | WAITING (1) | UNDER APPEAL (0) | REVOKED (1) | COMPLETED (8) |
|----------------------|-------------|------------------|-------------|---------------|

Waiting

| Application ID | Certificate ID | Location | Building Work(s) | Initiated | Status | Days |
|----------------|----------------|--------------------------------|-----------------------------------|--------------|----------------------------------|------|
| 23000968 | 1214 | 1C WILLIAM ST TRANMERE SA 5073 | surgery office and rehabilitation | 13 Sept 2024 | Awaiting Mandatory Documentation | 🕒 - |

- 4. Click on **Provide Mandatory Information** to upload.

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

PROVIDE MANDATORY INFORMATION

SummaryDocumentsClocksBuilding NotificationsInspectionRelated Actions

Development application 23000968

Certificate ID1214

Building Address1C WILLIAM ST TRANMERE SA 5073

Building/Building Work
surgery office and rehabilitation

Building Class5

Submitted By
EPN Nineteen - City of Campbelltown
Email: capplcan@gmail.com
Phone: 08 8366 9222

Certificate of Occupancy Details

Certificate of Occupancy StatusAwaiting Mandatory Documentation

The **Provide Mandatory Information** page opens.

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

SummaryDocumentsClocksBuilding NotificationsInspectionRelated Actions

Provide Mandatory Information

Certificate ID1214

Building Address1C WILLIAM ST TRANMERE SA 5073

Building/Building Work
surgery office and rehabilitation

Building Class5

Submitted By
EPN Nineteen - City of Campbelltown
Email: capplcan@gmail.com
Phone: 08 8366 9222

Existing Documents

- Click on **Upload** within the New Documents section and select the document from the folder location and **Open** to upload.

Provide Mandatory Information

The screenshot shows the 'Existing Documents' table with columns: Document, Document Type, and Date Created. It lists several documents including 'DecisionNotificationForm-Application20001980-37429.pdf', 'DecisionNotificationForm-Application20001980-37451.pdf', 'Application20001980-StatementOfCompliance-37479.docx', 'BuildingInspectionReport-37937.docx', 'StatementOfCompliance-38007.docx', 'Decisionnotificationform-application2000136-273971-38008.pdf', and 'RequestForMandatoryDocumentation-Application20001980-CertificateOfOccupancy-38710.pdf'. Below this is the 'New Documents' section with an 'UPLOAD' button and a 'Drop files here' area. An 'Open' file dialog is overlaid, showing the 'Downloads' folder with files like 'Application 20001190 - Statement Of Co...', 'Building Inspection Report', and 'Checklist'. The 'Building Inspection Report' file is selected.

- Categorise the document selecting the applicable 'Category' and 'Type', then repeat when multiple documents uploaded.
 - Select **Building Documents** category when uploading 'Types' of documents such as Inspection Outcome Report or Statement of Compliance types of documents.
 - Select **Occupancy Documents** category when uploading 'Types' of documents such as Form 2 (Essential Safety Provision (ESPs)), limitations or conditions resolved/met evidence.
- Click **SEND DOCUMENTS**.

The screenshot shows the 'New Documents' section with a table. The first row has a document icon, 'Electricity Decl... DOCX - 18.2 KB', 'Occupancy Documents' in the 'Document Category' dropdown, and 'Certificate of Compliance' in the 'Document Type' dropdown. Below the table is an 'UPLOAD' button and a 'Drop files here' area. A note states: 'Note: You may select multiple documents to upload simultaneously.' At the bottom are 'CANCEL' and 'SEND DOCUMENTS' buttons.

On sending the documents you are returned to the **Certificate of Occupancy Details** screen, where you will see the following updates:

- Certificate of Occupancy Status** updated to 'Validation in Progress' and with the issuing relevant authority to complete the validation of your application.
- Mandatory Documentation** status updated to 'Completed'.

The Certificate Validation form displays with your selections preserved.

Certificate Validation

< Development application 23000968

| | | | | |
|------------------------|--|---|---------------------|--|
| 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: capplan@gmail.com Phone: 08 8366 9222 |
|------------------------|--|---|---------------------|--|

Relevant authority issuing the Certificate of Occupancy

Are you the relevant authority that will be issuing the Certificate of Occupancy? *

☐ Yes

☐ No

The Certificate of Occupancy will be issued by:

City of Campbelltown

REASSIGN

3. Update the checklist items marked ‘No’ to ‘Yes’ when the required documentation has been received, else no change and send a subsequent request for documentation.

ESP compliance certificates required under regulation 94(7) of the Regulations have been received *

☐ Yes

☒ No

☐ Not Applicable

The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

Next [Issue Certificate of Occupancy Fee](#) (not applicable for building certifiers).

Request for Documentation

Application Fees

All fees raised on this application

Show fees already raised on this application

Before requesting the payment of the Certificate of Occupancy fee, please make sure that the same fee was not paid during the assessment of the Building Consent.

Fees

| Description | Statutory Amount | Actual | GST Included | Reason for variation |
|--------------------------|------------------|---------|--------------|-------------------------------------|
| Certificate of occupancy | \$56.00 | \$56.00 | \$5.09 | Reason for variation (from \$56.00) |
| Total Payable Fees | | \$56.00 | \$5.09 | |

CANCEL

SUBMIT

SAVE DRAFT

Issue Certificate of Occupancy Fee

The **Application Fees** is only available to councils, Regional Assessment Panels (RAP) and State Planning Commission (SCAP) and remains disabled until all questions are answered and responses to request for documentation received.

Application fee charged outside (building certifiers) or waived

If the fee advice step was skipped (for building accredited professionals only) or the fee waived (i.e. \$0.00) the Certificate of Occupancy application status is updated to 'Awaiting Decision' and the action is with the relevant authority (accredited professional or council) to make a decision.

1. Leave Actual default amount and SUBMIT.

Application Fees

All fees raised on this application

Show fees already raised on this application

Before requesting the payment of the Certificate of Occupancy fee, please make sure that the same fee was not paid during the assessment of the Building Consent.

Fees

| Description | Statutory Amount | Actual | GST Included | Reason for variation |
|---------------------------|------------------|--------|--------------|-------------------------------------|
| Certificate of occupancy | | | | Reason for variation (from \$56.00) |
| Total Payable Fees | | | | |

Refer to the application Fees and Charges for the current financial year statutory amounts

CANCEL

SUBMIT

SAVE DRAFT

On submission the **Certificate of Occupancy Details** shows with a status of 'Awaiting Payment' and the action is with the applicant to make payment. **Important!** A decision cannot be made until the payment is made.

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

PAY FEE ADVICE

PROVIDE FIRE REPORT

Summary

Documents

Checklist

Fees

Clocks

Decision

Building Notifications

Inspection

Related Actions

Development application 23000968

| | | | | |
|-------------------------------|---|--|----------------------------|---|
| 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: capplan@gmail.com Phone: 08 8366 9222 |
|-------------------------------|---|--|----------------------------|---|

Certificate of Occupancy Details

Certificate of Occupancy Status

Awaiting Payment

For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development