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.

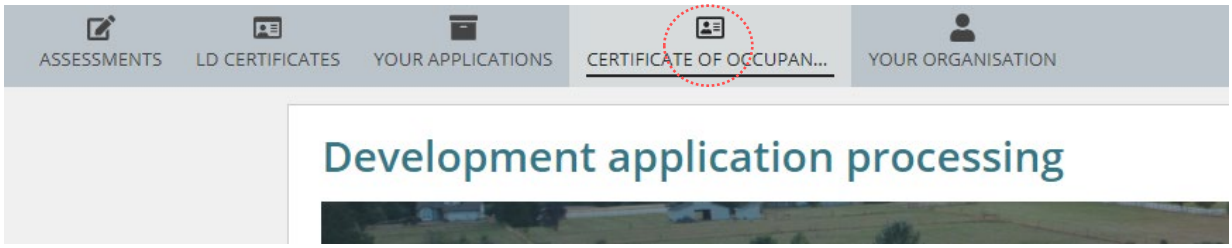
1. Open the Certificate of Occupancy Application

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.

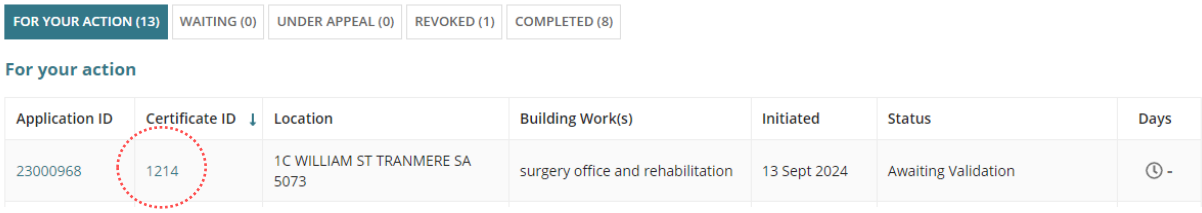
Locate the CoO application in the DAP system using the ID number of the CoO or the ID number of the development application provided within the email.

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.



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. *As the relevant authority you have the ability to upload documentation on behalf of the applicant.*	
	Awaiting Payment	With the applicant to pay the certificate of occupancy fee. *As the relevant authority you have the ability to make a payment on behalf of the applicant.*	
	Awaiting Fire Report	With the applicant to provide the fire report(s). *As the relevant authority you have the ability to upload document on behalf of the applicant.*	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

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

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: capplican@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		
	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.

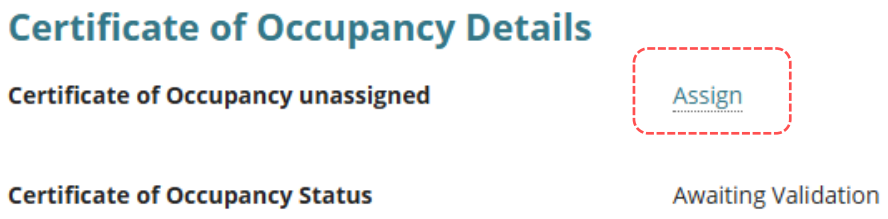
Fee Request

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.

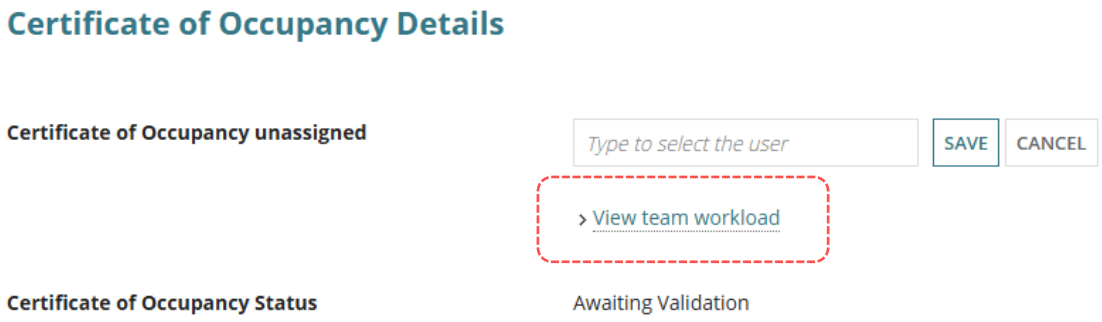
1. Click on **Assign** link.



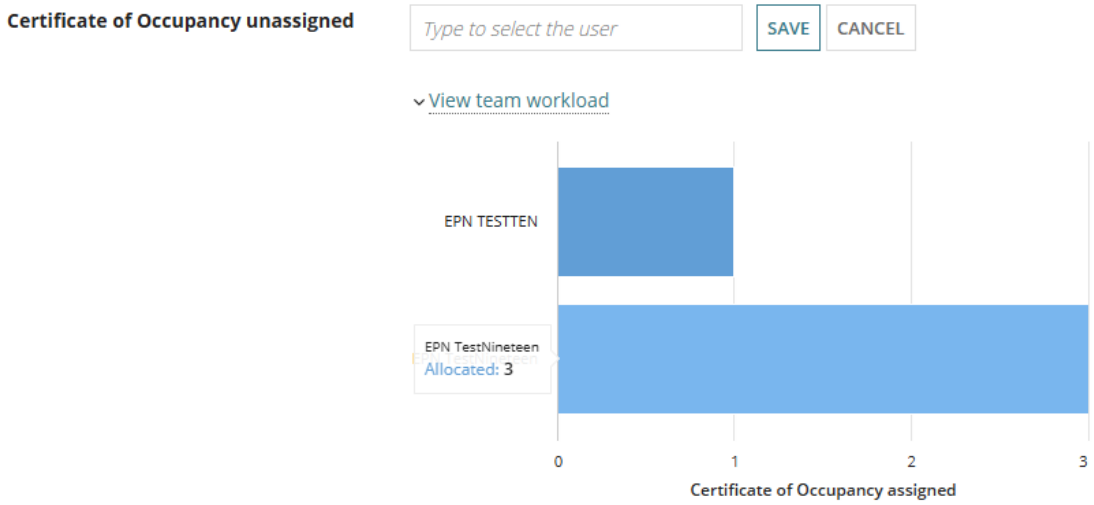
View team workload

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

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

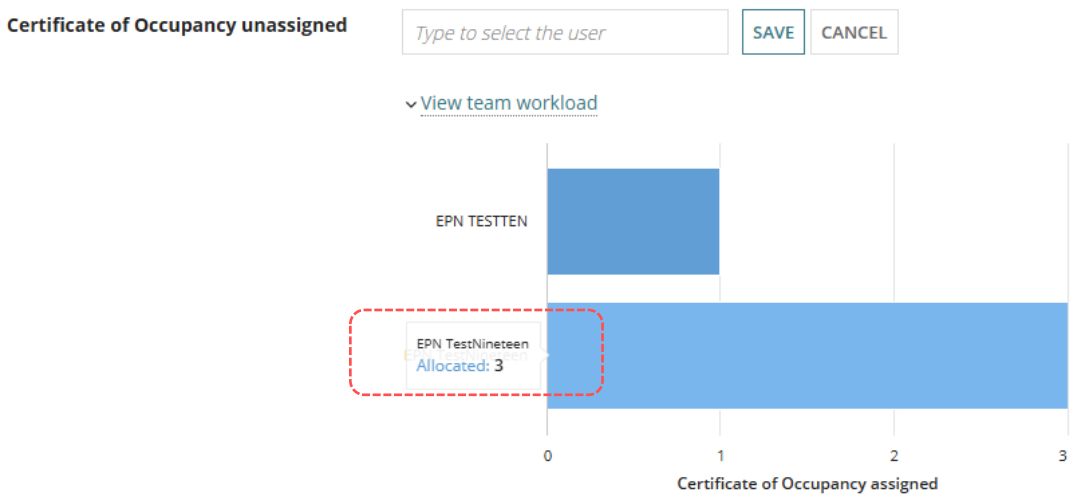


A bar-graph shows all team members for the organisation and the number of active Certificate of Occupancy applications assigned.



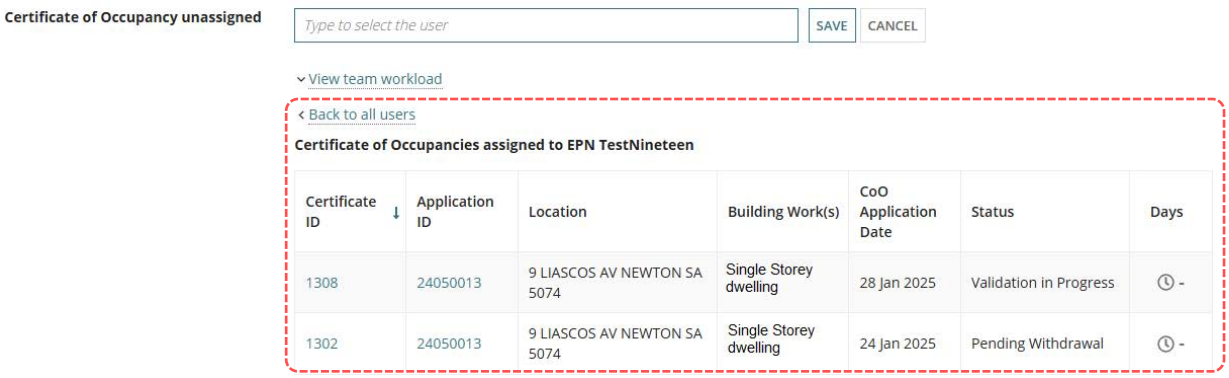
View team members allocated applications

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

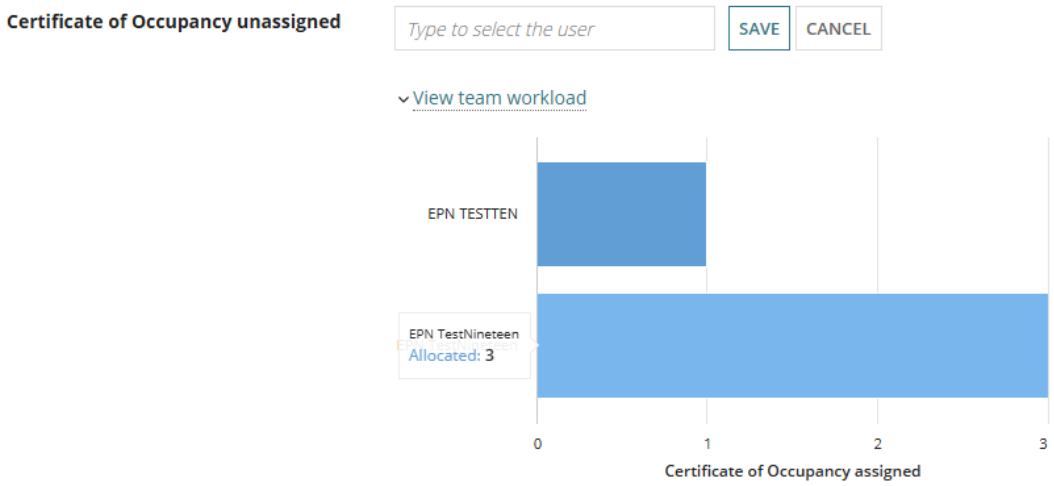


A list of assigned active applications displays.

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

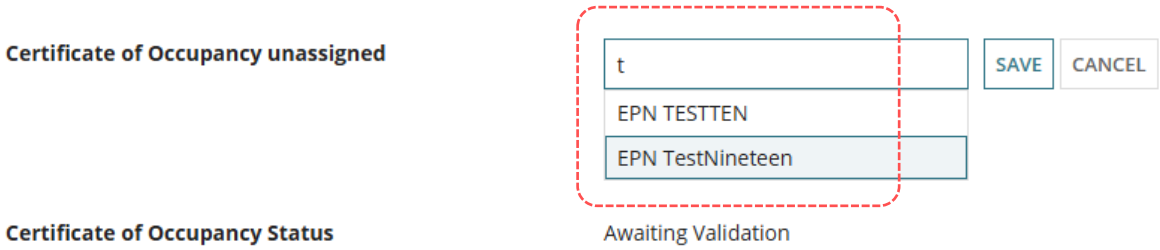


The bar-graph showing all team member allocations displays.

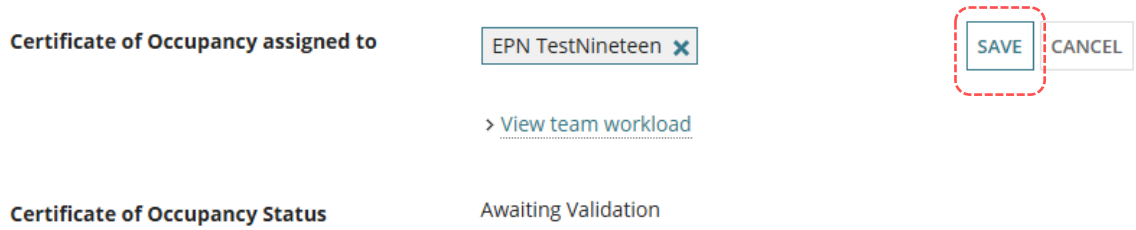


5. Click on **View team workload** link to close the bar-graph.

6. Start typing the team members name to return possible matches and then click on the team member name to select.



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

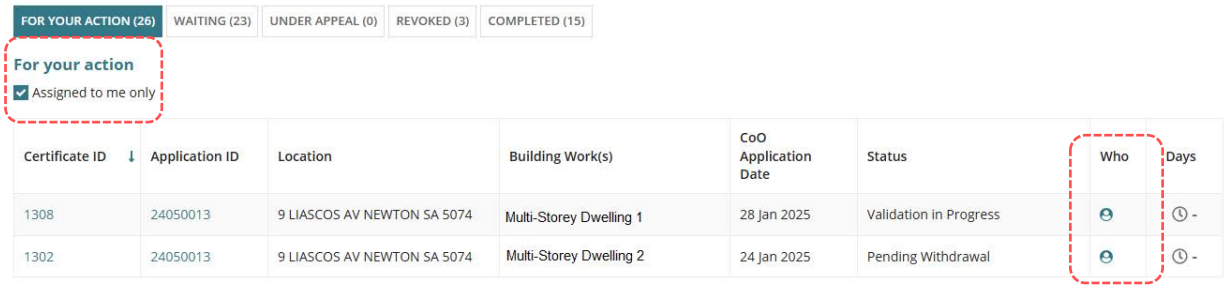


The team member allocation is completed, with an option to **Change** the allocation.

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

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

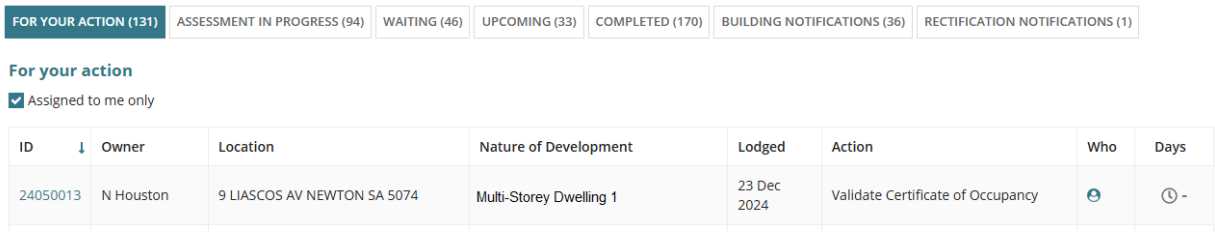
- FOR YOUR ACTION
- WAITING
- UNDER APPEAL
- REVOKED
- COMPLETED



Task allocations

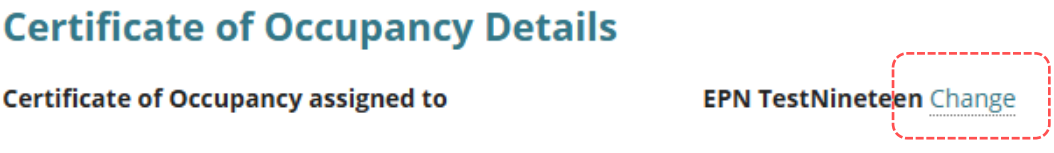
Tasks generated throughout the process of validating and issuing an application for Certificate of Occupancy will be assigned to the allocated team member in the For Your Action tab of the Assessments dashboard.

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

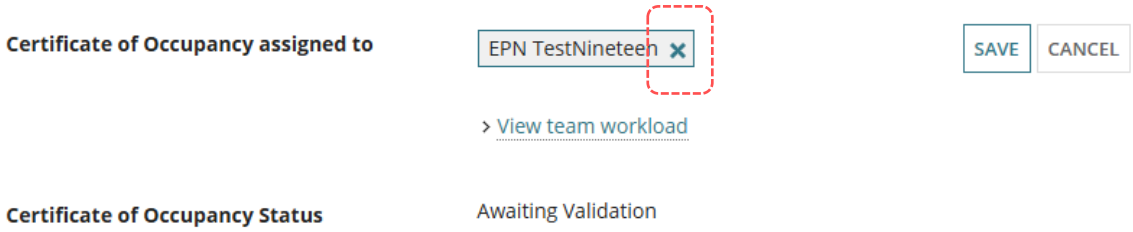


Change or remove a team member allocation

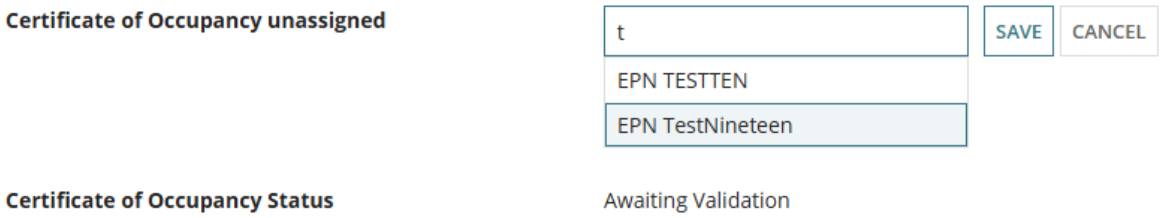
1. Click on **Change** link.



2. Click ‘X’ to remove the allocation.

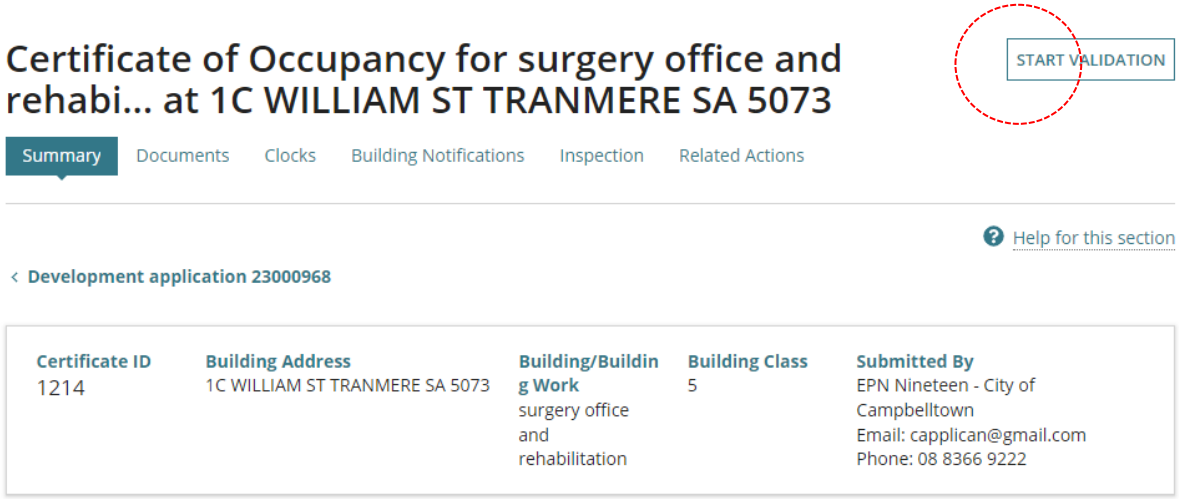


3. The allocation is removed. Leave the application unassigned or start typing a different team members name to be assigned the application.



Validate application

1. Click on **Start Validation**.

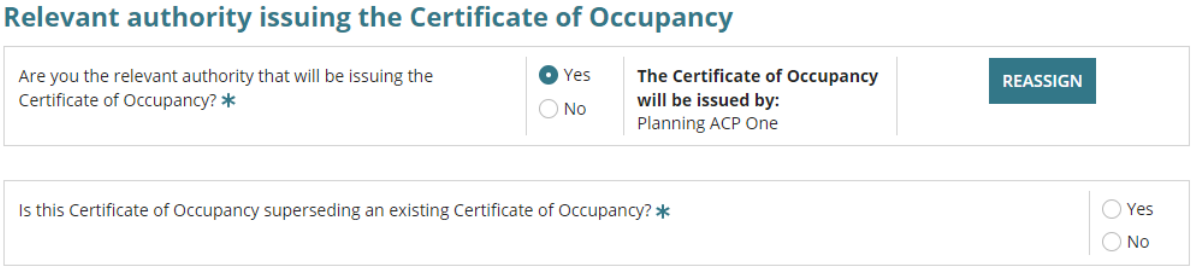


Confirm Issuing Relevant Authority

Council is the issuing authority

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



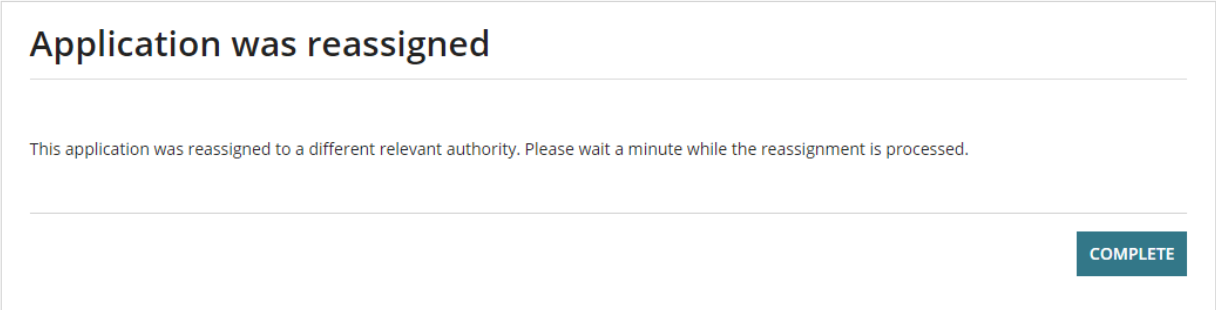
2. Leave the Yes default for **Are you the relevant authority that will be issuing the Certificate of Occupancy?**

Reassign to another authority

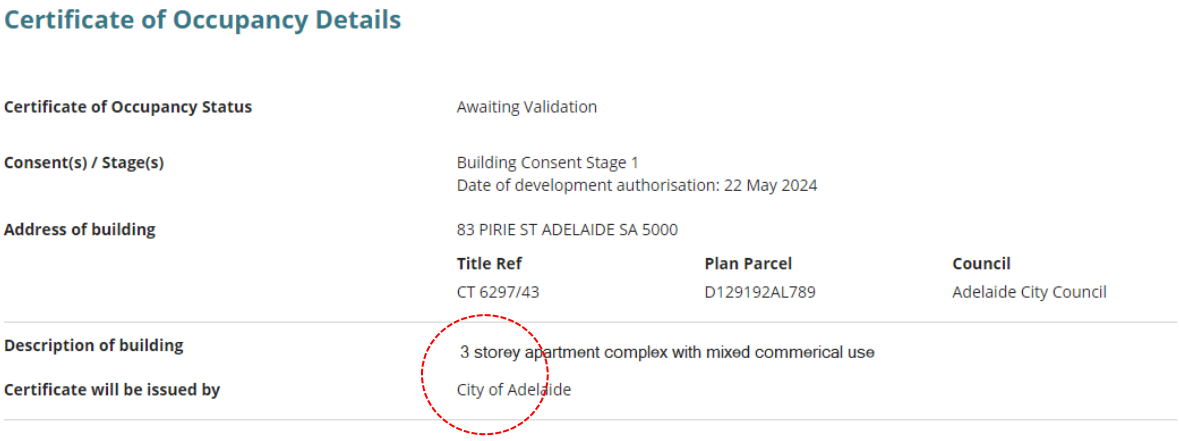
The authorities available for selection is determined whether you are a building certifier, an Assessment Manager (council) or Regional Assessment Panel (RAP), or State Planning Commission (SPC). On reassignment, the new issuing authority is notified.

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

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



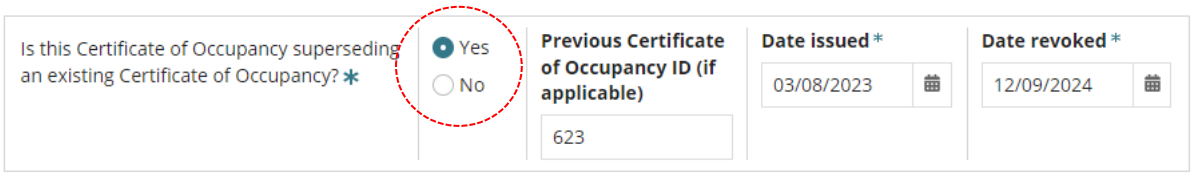
The **Certificate of Occupancy** – **Summary** shows with **Certificate will be issued by** updated with the new issuing authority.



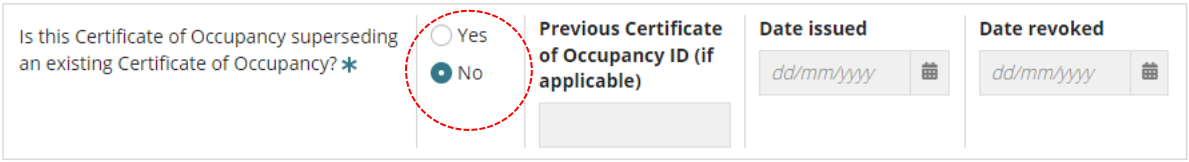
Superseding an existing Certificate of Occupancy

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

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



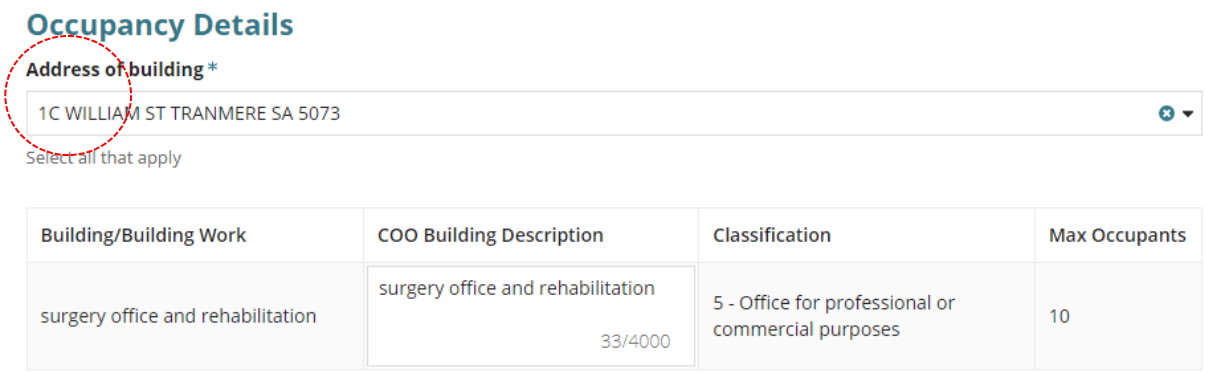
3. Or select **No**, disabling fields **Previous Certificate of Occupancy ID**, **Date Issued** and **Date revoked.**



Occupancy Details

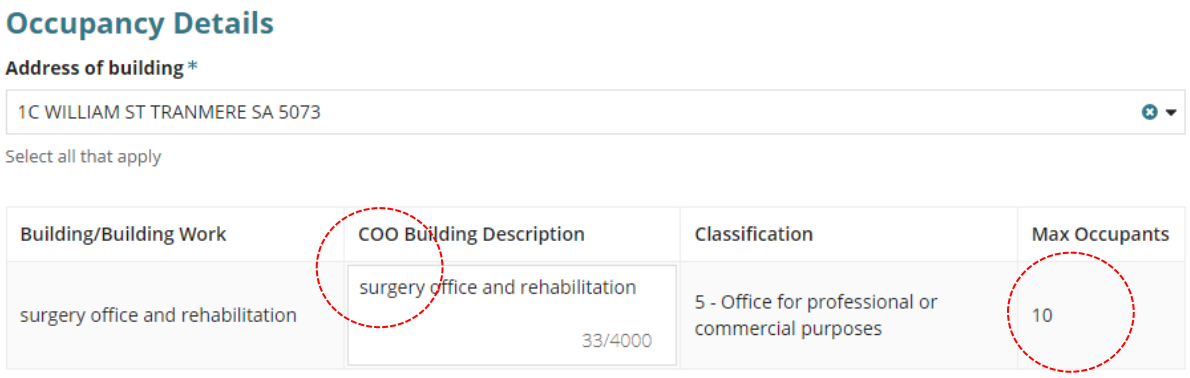
4. Leave the **Address of building** as default; when only one property location is listed.

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



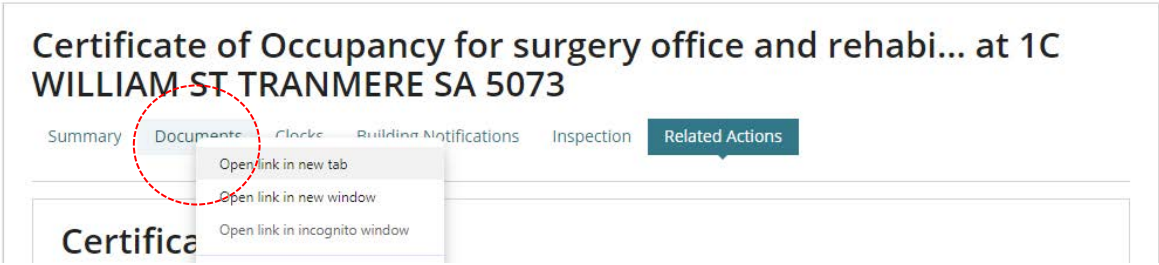
5. Update the **COO Building Description**, as required.

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



Complete the Occupancy required documentation and evidence

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.



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.

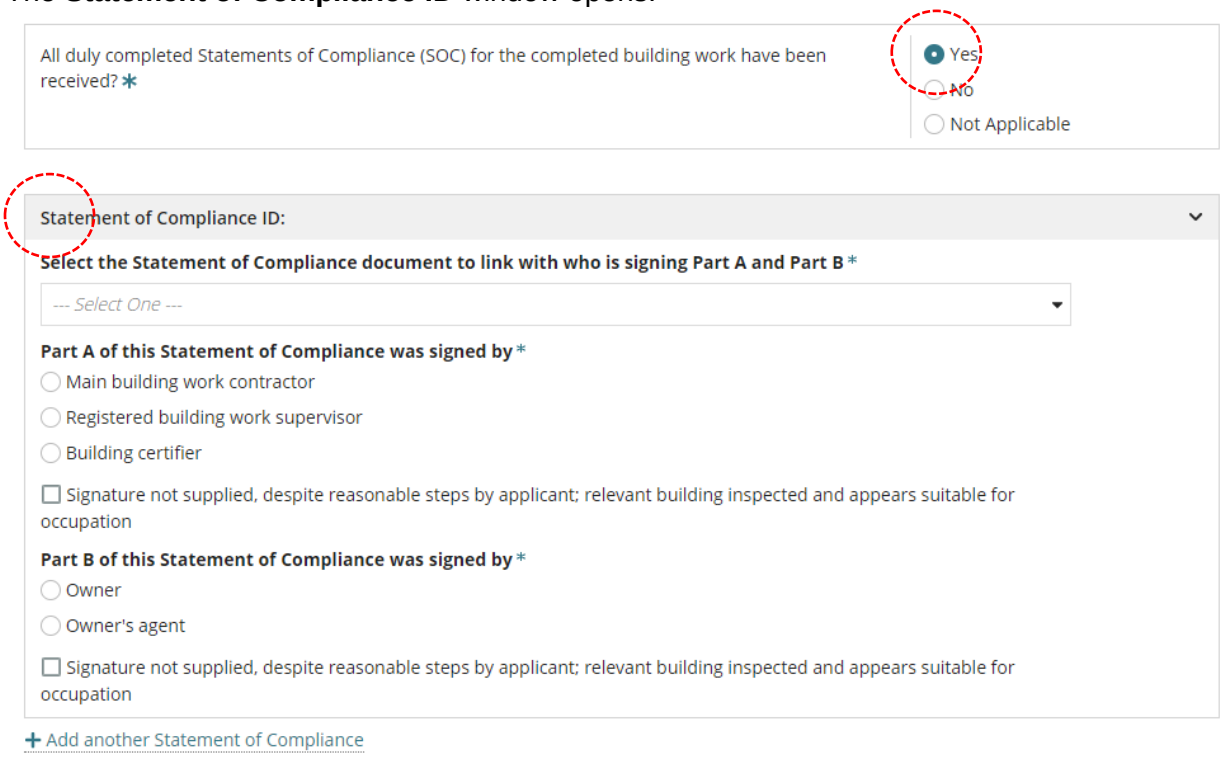
- Statement of Compliance
- Performance Solution assessment
- Building Notification
- Request for Documentation
- Specific to the Certificate of Occupancy workflow
- Decision Notification Form
- Development Approval
- Certificate of Occupancy
- Fire Report
- Inspection outcome

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.

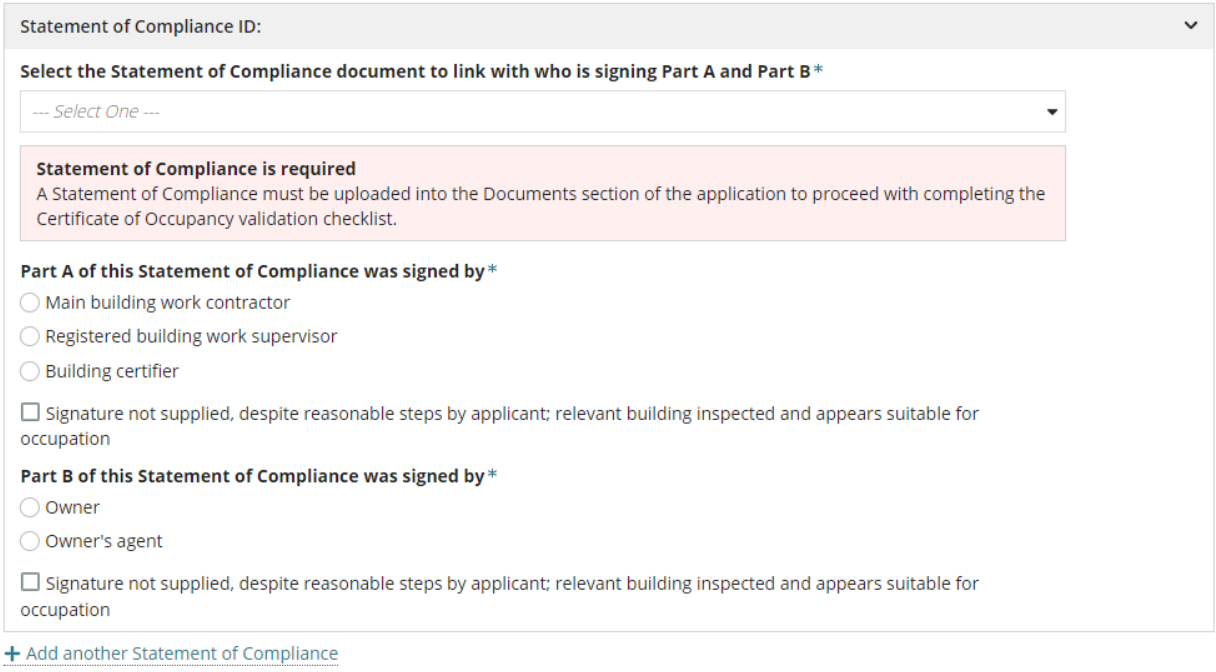
The **Statement of Compliance ID** window opens.



Statement of Compliance document not uploaded

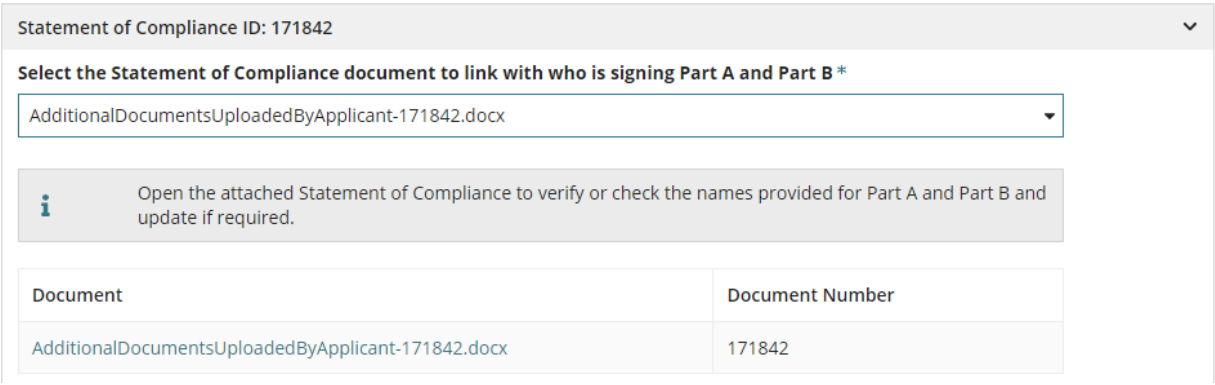
An error message is shown advising the Statement of Compliance must be uploaded to proceed with the application.

2. Change the to **No** and request this from the applicant in Request for documentation instructions.



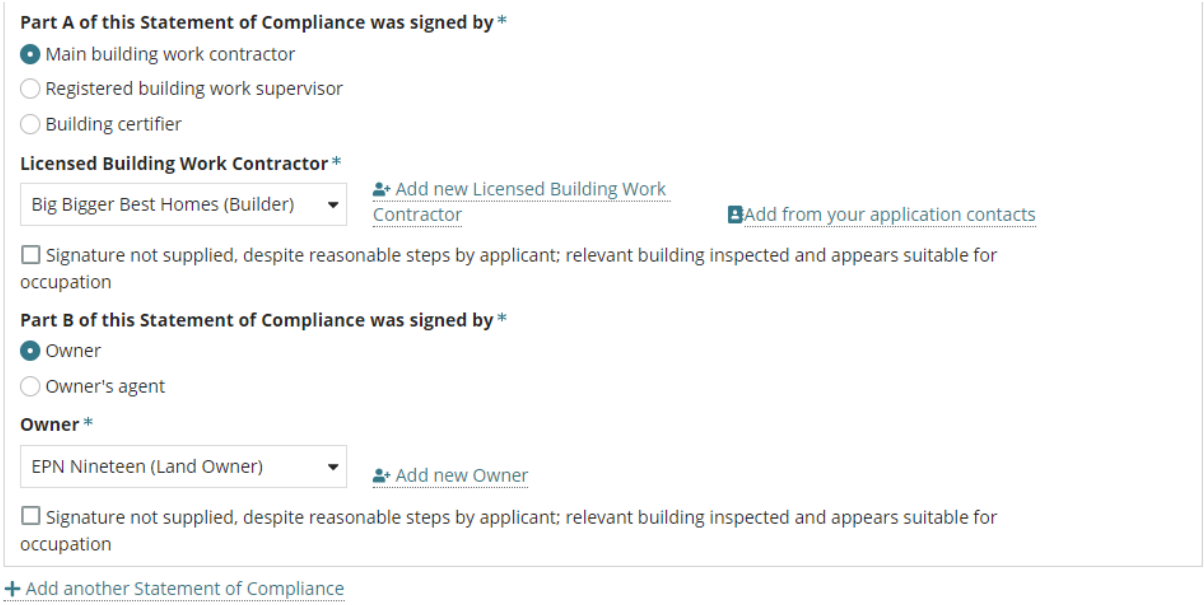
3. Click on **Select the Statement of Compliance document to link with who is signing Part A and Part B** to view a drop-down list of Statement of Compliance document(s).

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



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.



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.

Statement of Compliance is Not Applicable

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

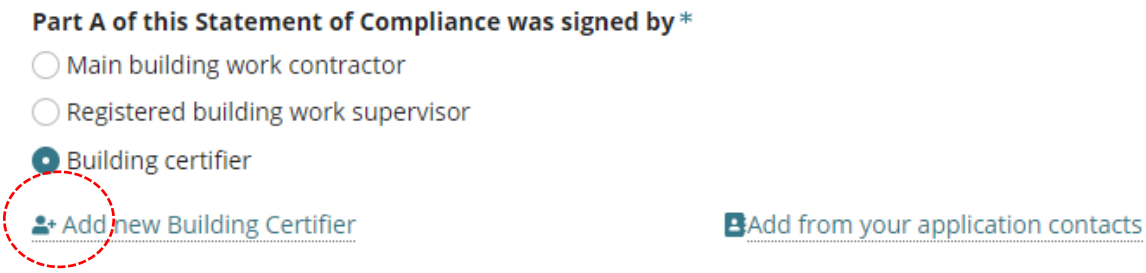
Other than for a swimming pool or a bushfire shelter, a Statement of Compliance (SOC) for a Class 10 building is not required.

Add a different Part A or Part B Signatory

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

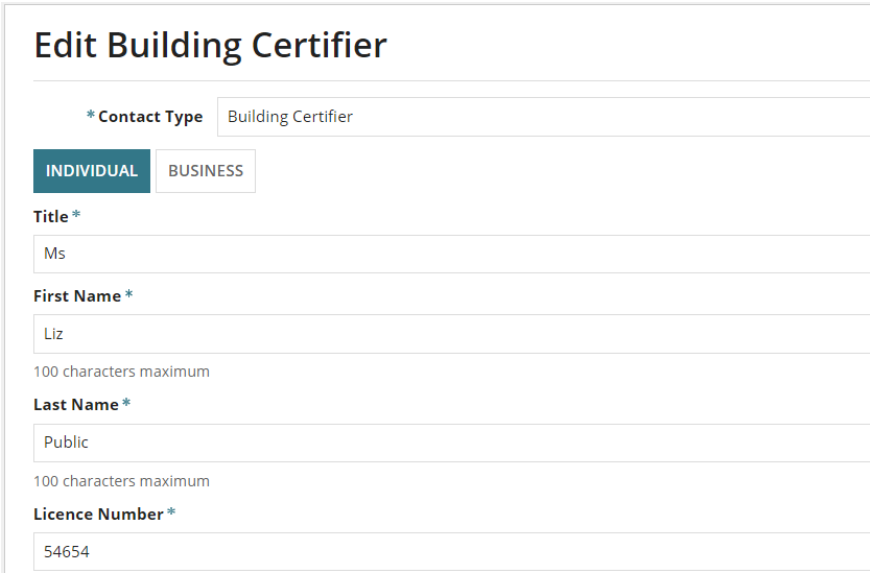
   Part A of this Statement of Compliance was signed by
   - Add new licensed building work contractor
   - Add new registered building work supervisor
   - Add new building certifier

   Part B of this Statement of Compliance was signed by
   - Add new Owner
   - Add new Owner's agent

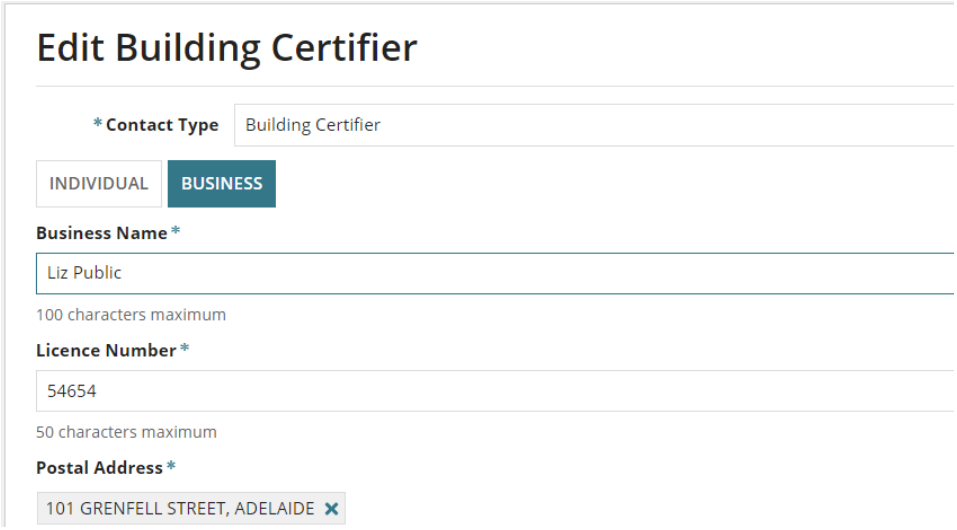


2. The Contact Type will default, for example 'Building Certifier'.

3. Leave INDIVIDUAL default and then fill in the form with the individual details from the *Statement of Compliance form*.

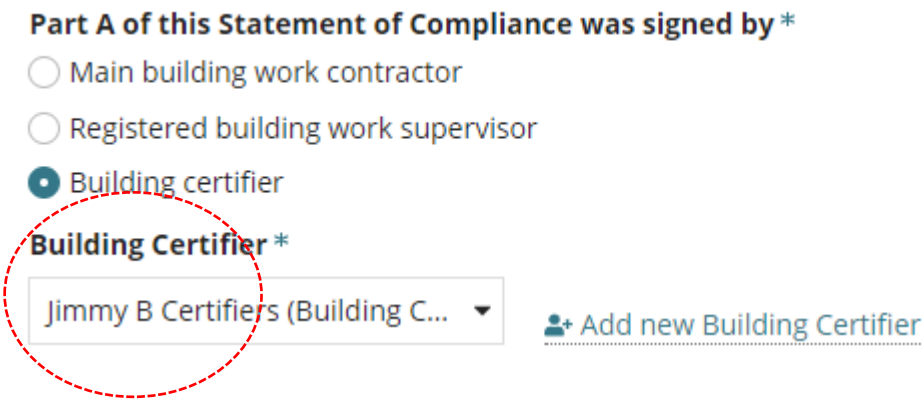


4. Alternatively, you can change the contact type to **Business** and then fill in the form with the business details from the *Statement of Compliance form.*



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

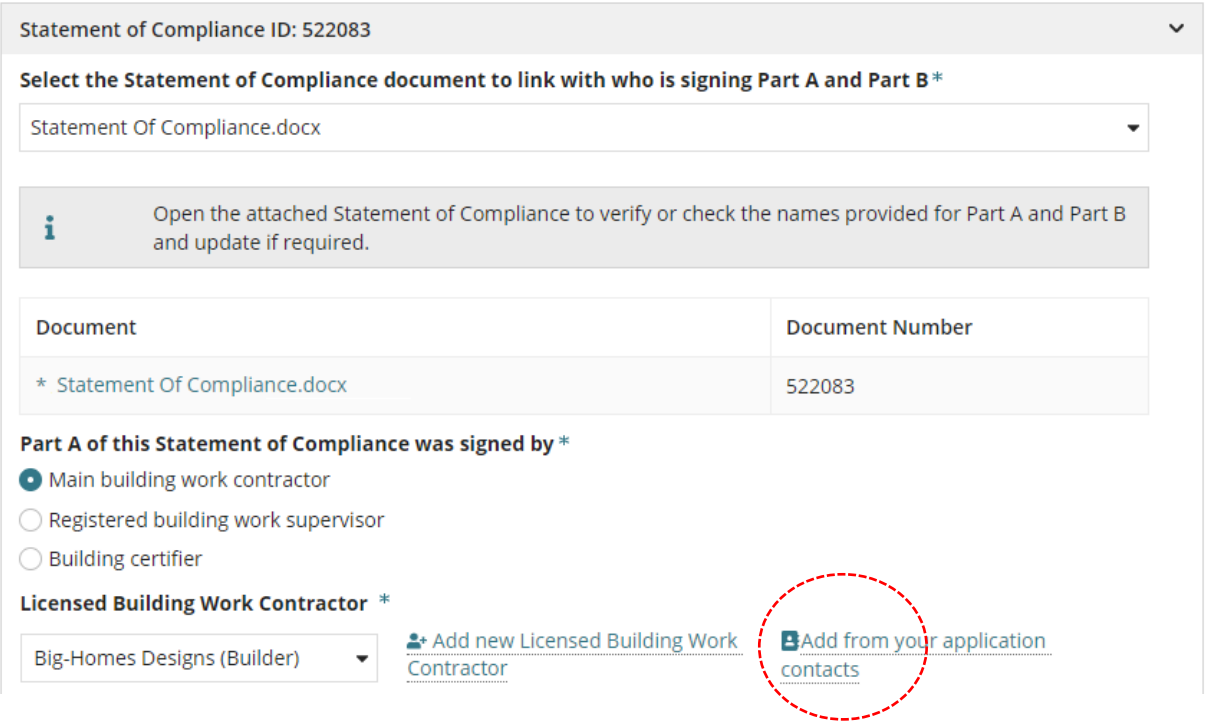
The contact is created and populates the **Building Certifier** field (in this example).



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**.

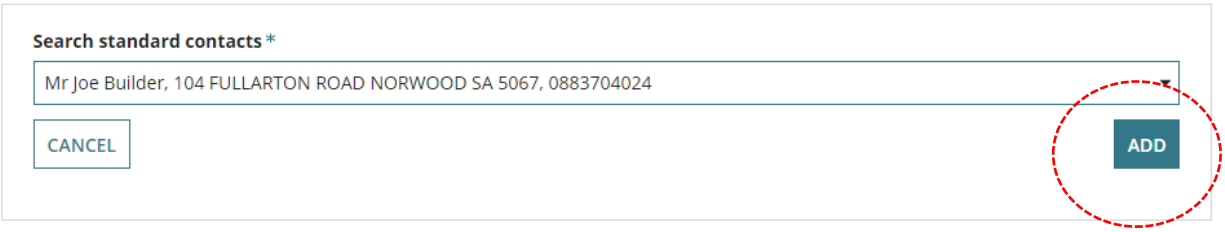


The **Search standard contacts** page displays.

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

3. Select the required builder.

4. Click 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

8. 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

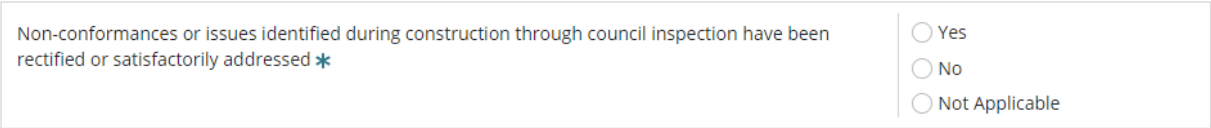
The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- 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)) ✱

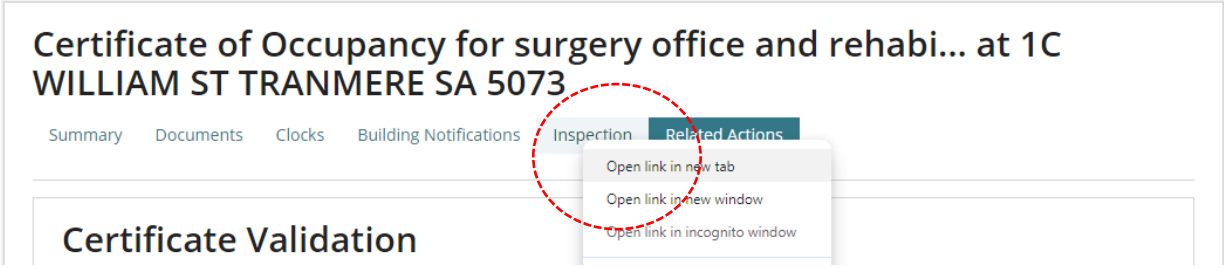
- ○ Yes
- ○ No
- ◉ None specified

Confirm rectified or satisfactorily addressed non-conformances or issues



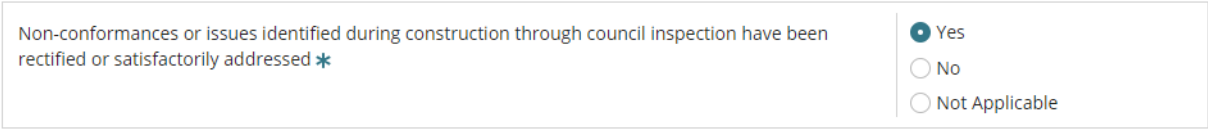
9. Right-click on the **Inspection** tab and **Open link in a new tab**. This will allow you to check the inspection outcomes whilst completing the evidence-based questions.

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

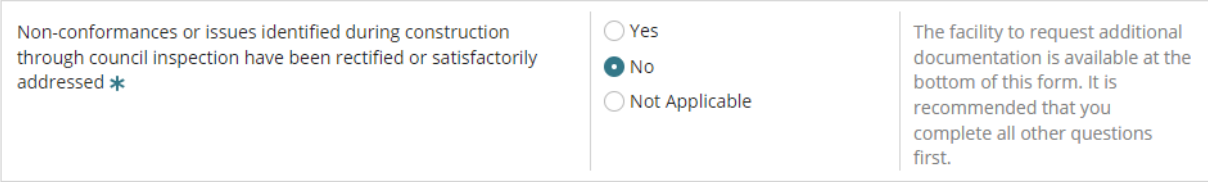


10. Choose the applicable response to **Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed?**

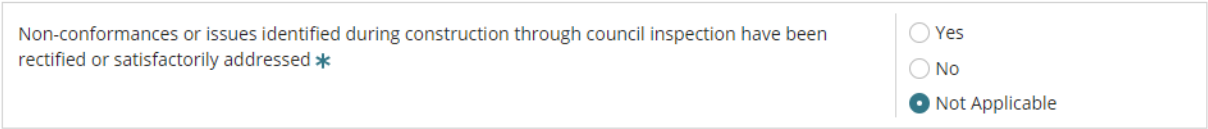
    - Select **Yes** confirming non-conformances / issues rectified or addressed.



    - If **No** then request the required documentation from the applicant in Request for documentation instructions.



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

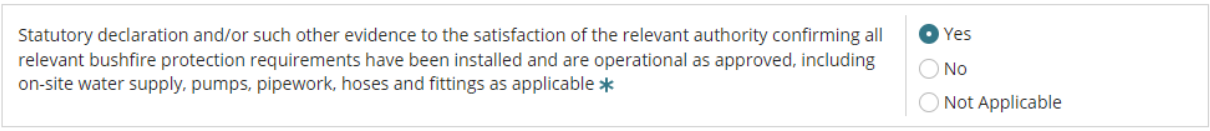


Confirm all relevant bushfire protection requirements

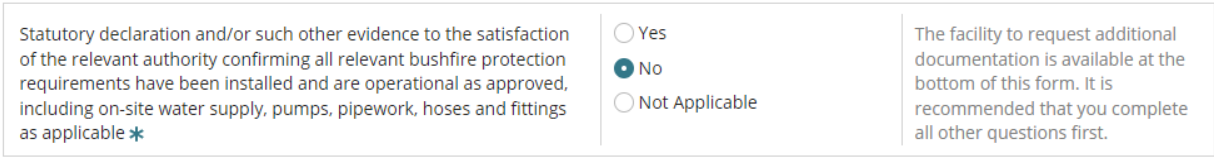
Only applicable for building/building work class 1A.

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**

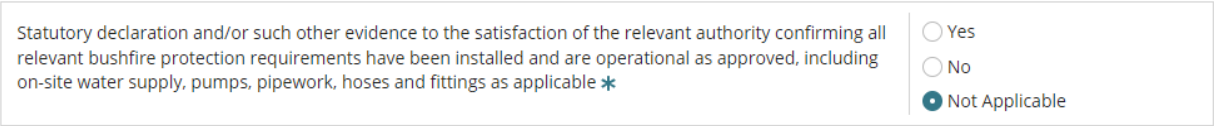
    - Select **Yes** confirming statutory declaration and/or evidence provided.



    - If **No** then request the required documentation from the applicant in Request for documentation instructions.



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

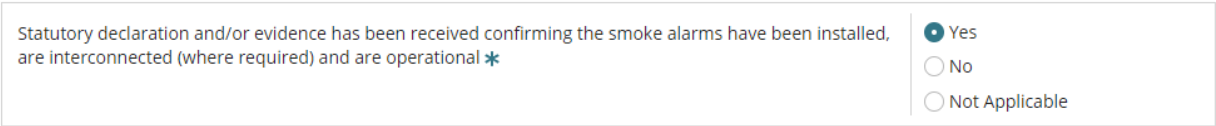


Confirm smoke alarms installed

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.



- 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 *	○ 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 evidence has been received confirming the smoke alarms have been installed, are interconnected (where required) and are operational *	○ Yes ○ No ◉ 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 *	◉ Yes ○ No ○ Not Applicable

- If **No** then request the required documentation from the applicant in Request for documentation instructions.

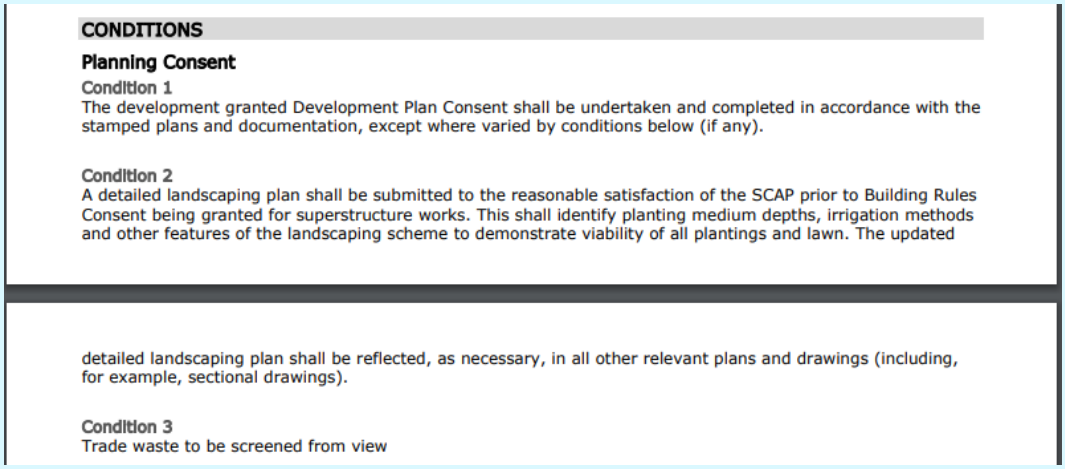
Statement of site suitability has been received certifying that the required remediation has since been undertaken and the land is suitable for the proposed use *	○ Yes ◉ No ○ Not Applicable	The facility to request additional documentation is available at the bottom of this form. It is recommended that you complete all other questions first.

- Or **Not Applicable** 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 *	○ Yes ○ No ◉ 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

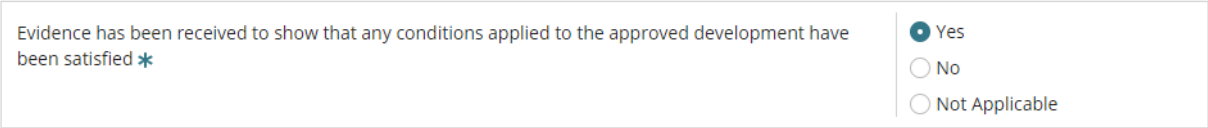
detailed landscaping plan shall be reflected, as necessary, in all other relevant plans and drawings (including, for example, sectional drawings).

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?**

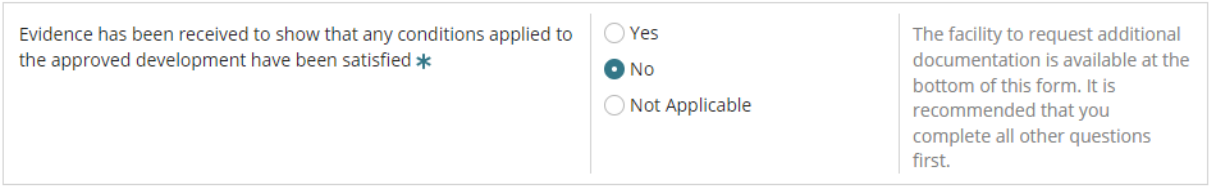
- Select **Yes** confirming evidence received.



Evidence has been received to show that any conditions applied to the approved development have been satisfied *

- Yes
- No
- Not Applicable

- If **No** then request the required documentation from the applicant in Request for documentation instructions.

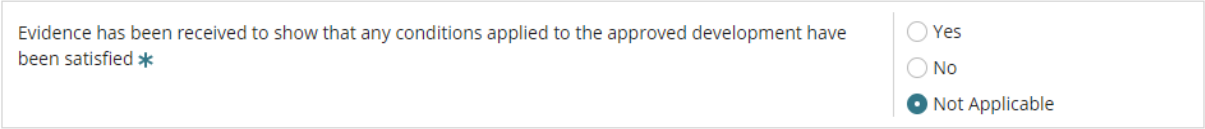


Evidence has been received to show that any conditions applied to the approved development have been satisfied *

- 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** and continue to the next question.



Evidence has been received to show that any conditions applied to the approved development have been satisfied *

- Yes
- No
- 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.

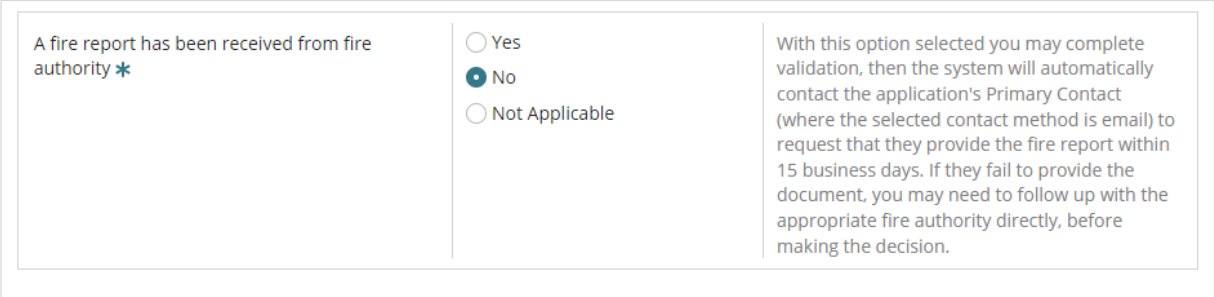
A fire report has been received from fire authority *
- (•) Yes
- ( ) No
- ( ) Not Applicable

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
- [x] 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.



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

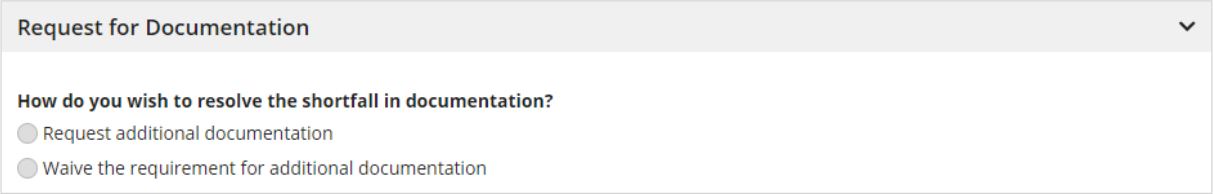
Request for documentation

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.

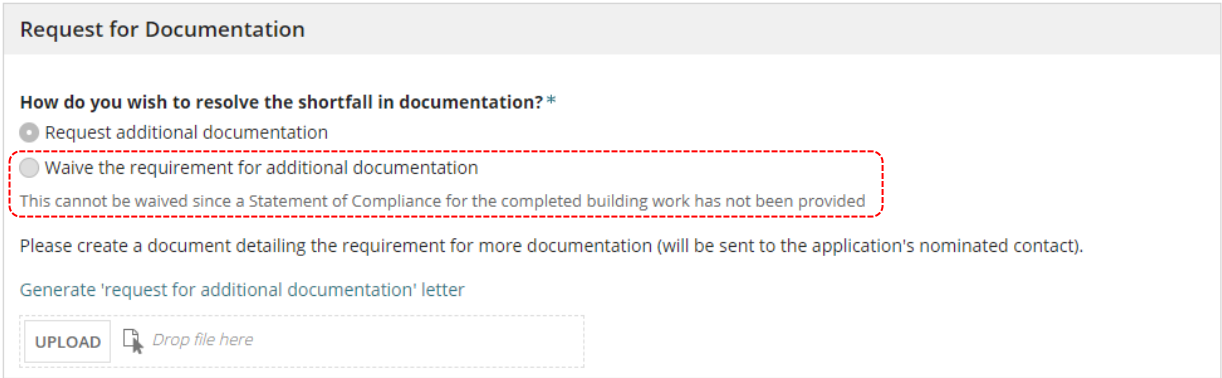
No missing documentation or evidence

The Request for Documentation is disabled.

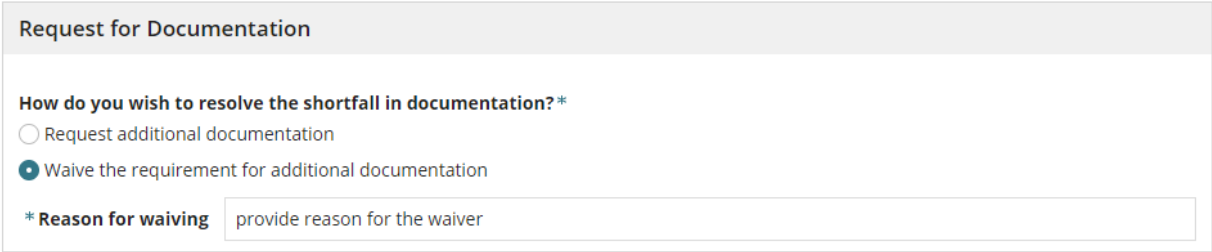


Option 1: Waive the requirement for additional documentation

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

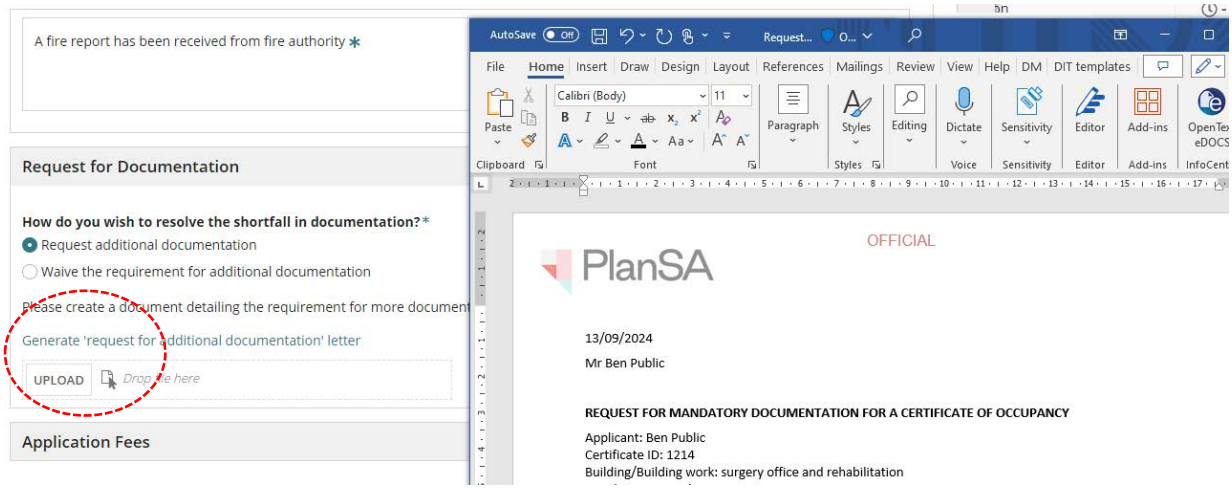


17. Click **Waive the requirement for additional documentation** and provide a reason.



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.

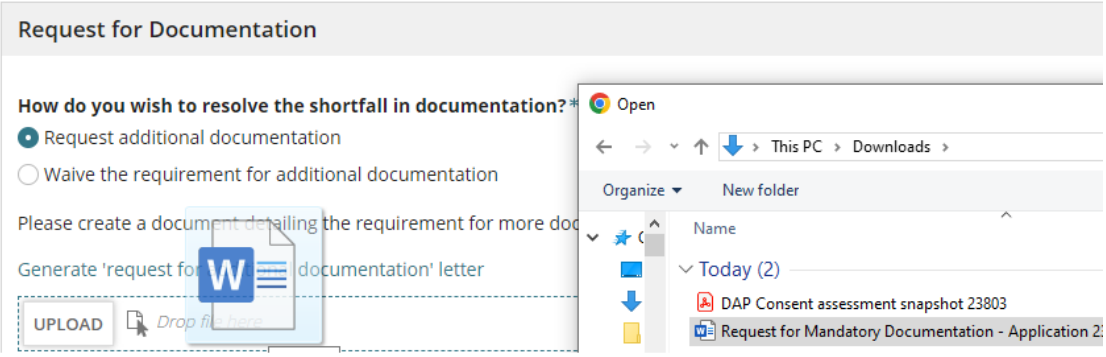
21. Go to the placeholder in the letter **<Please provide a detailed list of required documentation here>** and type over with the required documentation the applicant must provide.

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.

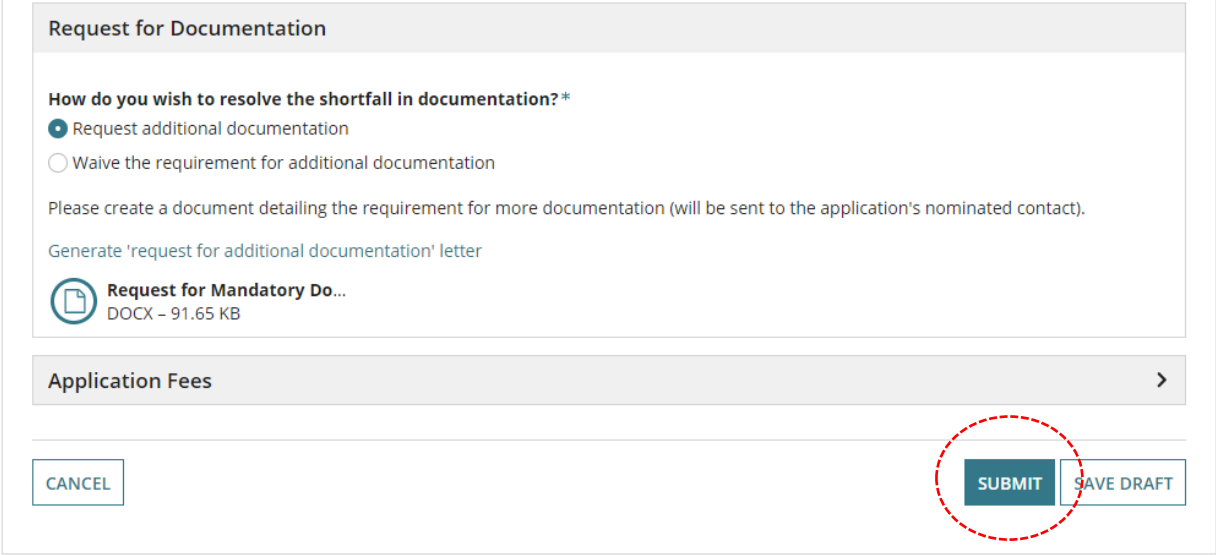
Alternatively, when the 'primary contact's' preferred method is post, then post the letter and upload a copy of the letter to the **Documents** store referring to Upload documentation on behalf of the applicant instructions.

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

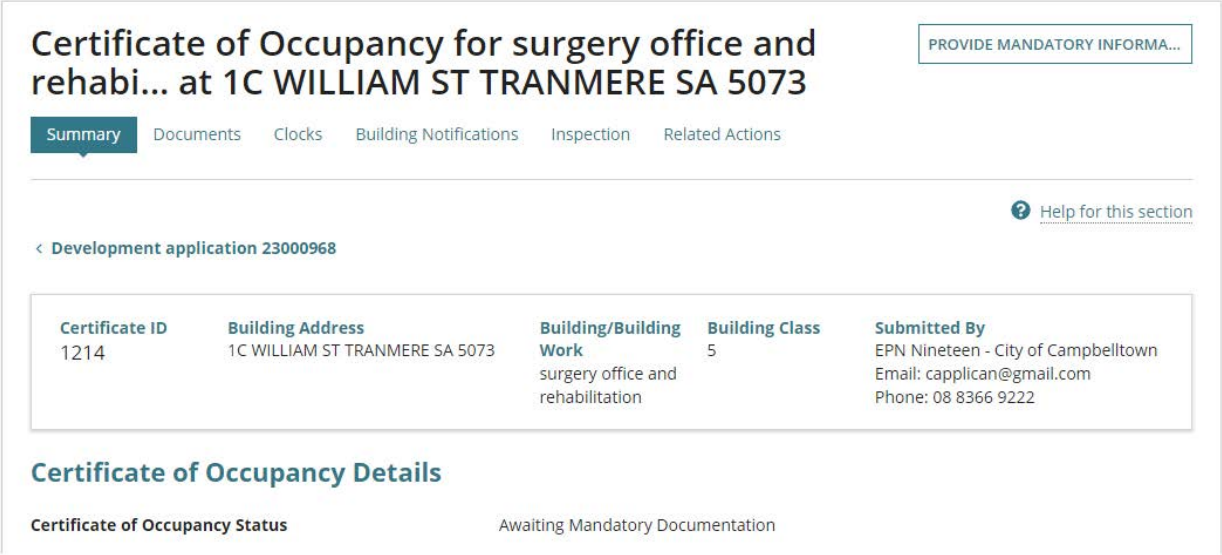
24. Navigate to the folder location of the letter, click on the letter name and **Open** to upload.



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

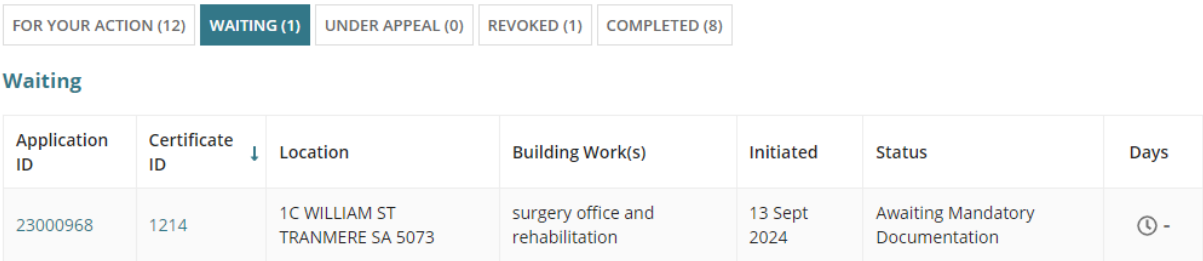


The **Certificate of Occupancy – Summary** screen displays and a **Provide Mandatory Information** button.



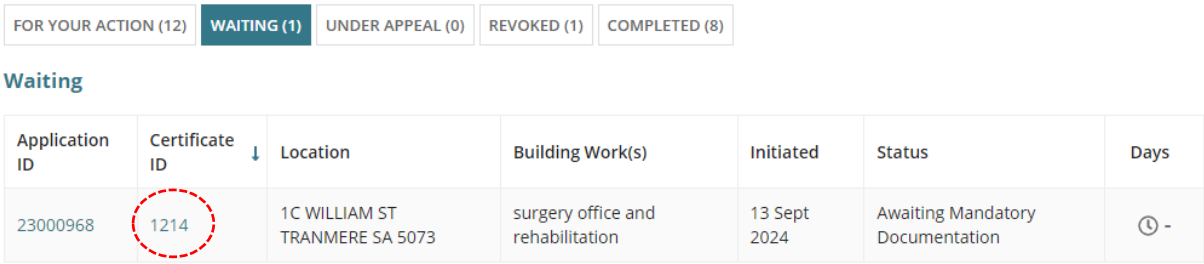
26. Click on **Certificate of Occupancy** to return to the dashboard.

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.

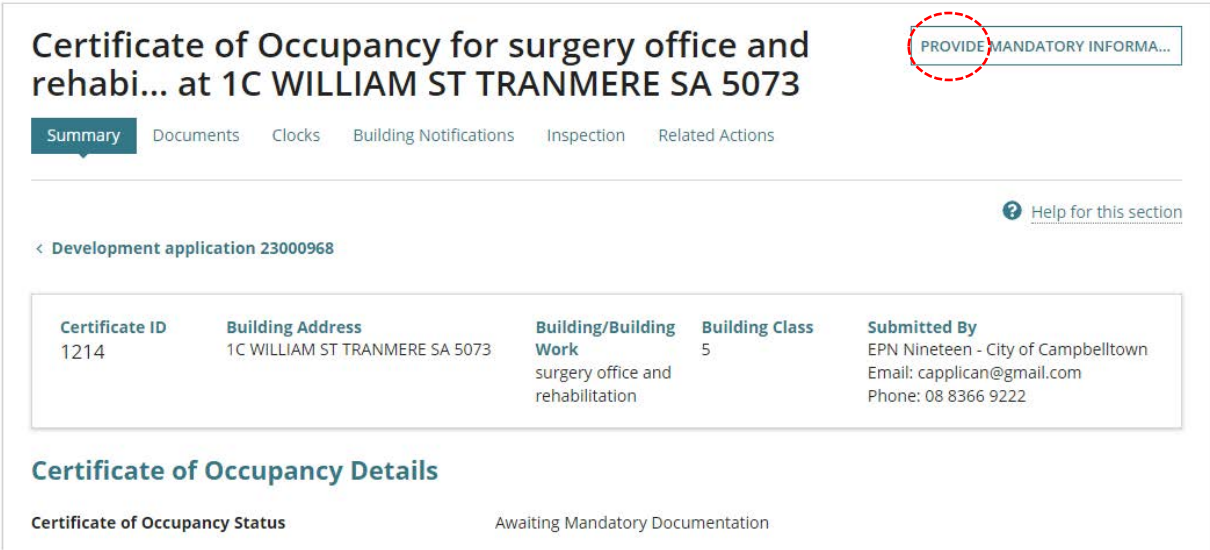


Upload documentation on behalf of the applicant

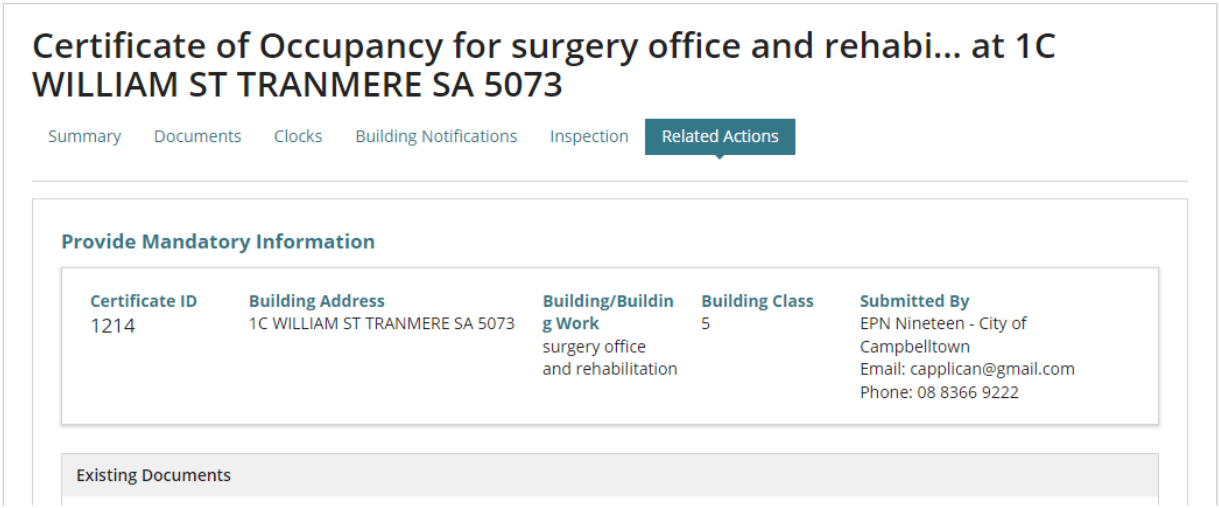
1. Click on **Certificate of Occupancy** (CoO) option.
2. Click on the **Waiting** tab to view the application.
3. Locate the CoO and click on the Certificate **ID** number to open.



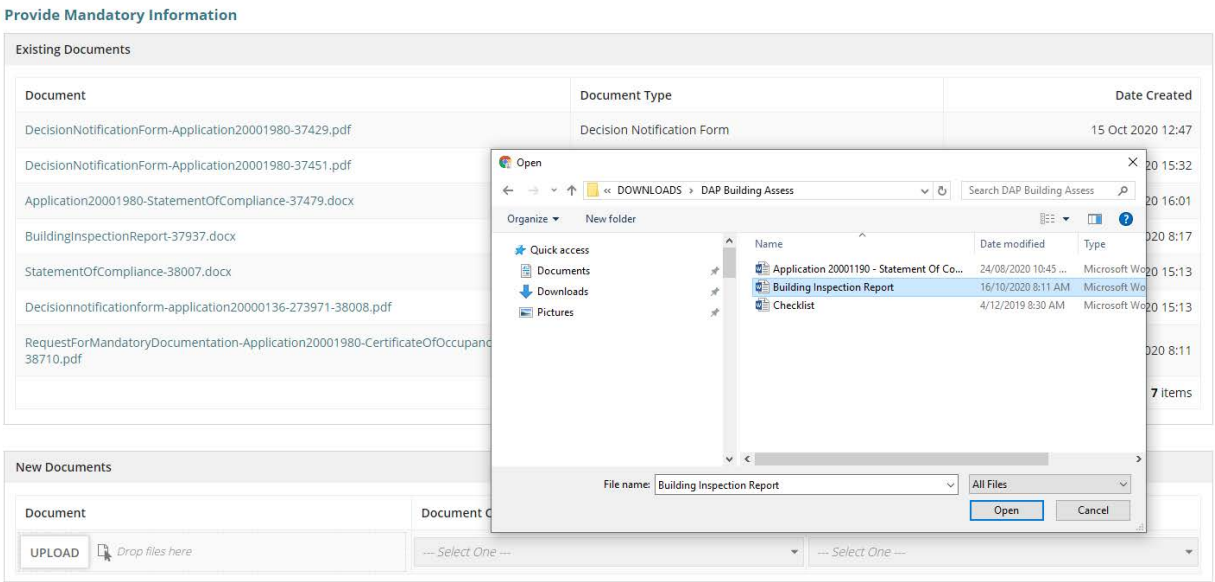
4. Click on **Provide Mandatory Information** to upload.



The **Provide Mandatory Information** page opens.



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

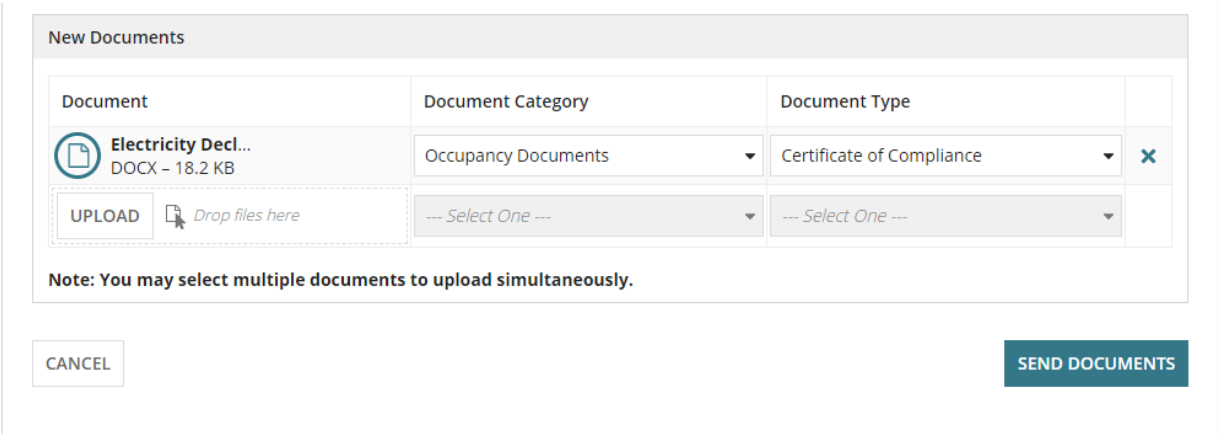


6. Categorise the document selecting the applicable 'Category' and 'Type', then repeat when multiple documents uploaded.

   - 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.

7. Click **SEND DOCUMENTS**.

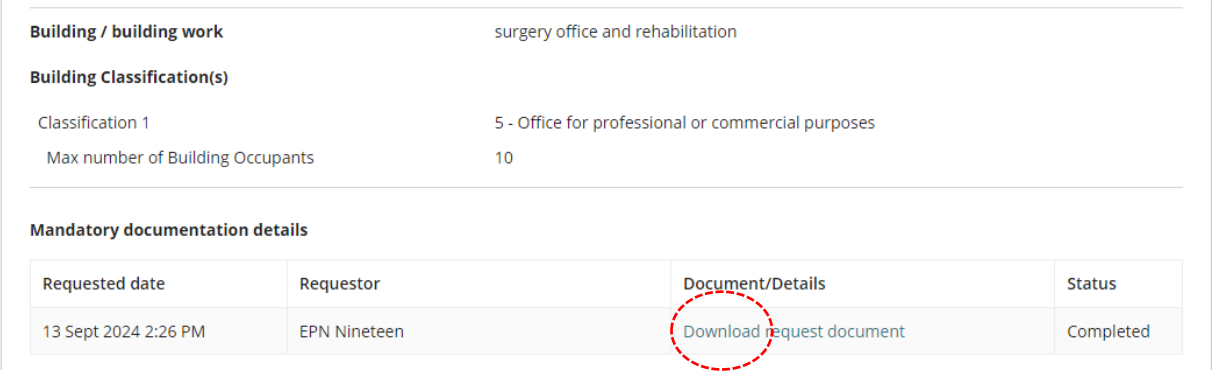


On sending the documents you are returned to the **Certificate of Occupancy Details** screen, where you will see the following updates:

- **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'.

Resume validating the Certificate of Occupancy application

The **Mandatory documentation** details show a link to the 'request for information' document.



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

Mandatory documentation details

Requested date	Requestor	Document/Details	Status
13 Sept 2024 2:26 PM	EPN Nineteen	Download request document	Completed

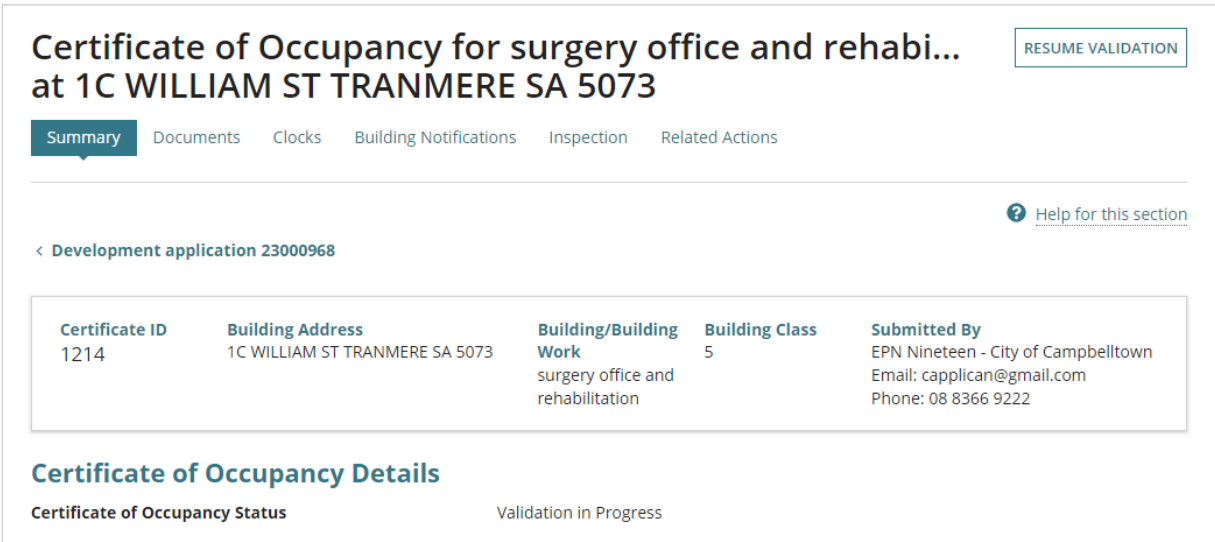
1. Click on Certificate ID number to open.

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	1C WILLIAM ST TRANMERE SA 5073	surgery office and rehabilitation	13 Sept 2024	Validation in Progress	-

2. Click on **Resume Verification**.



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

RESUME VALIDATION

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

Help for this section

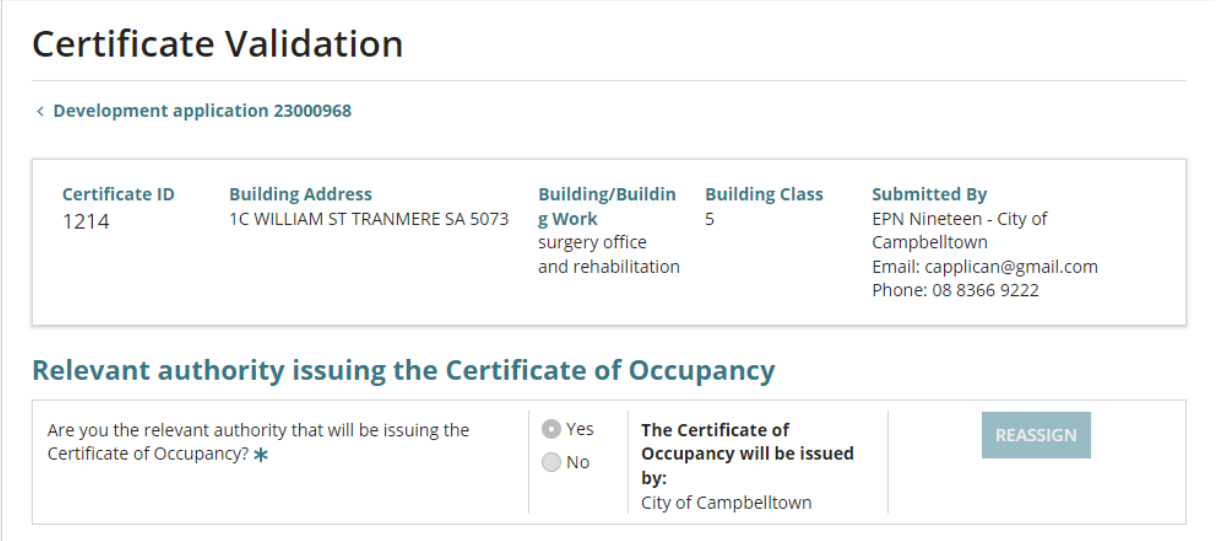
‹ Development application 23000968

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: capplican@gmail.com Phone: 08 8366 9222

Certificate of Occupancy Details

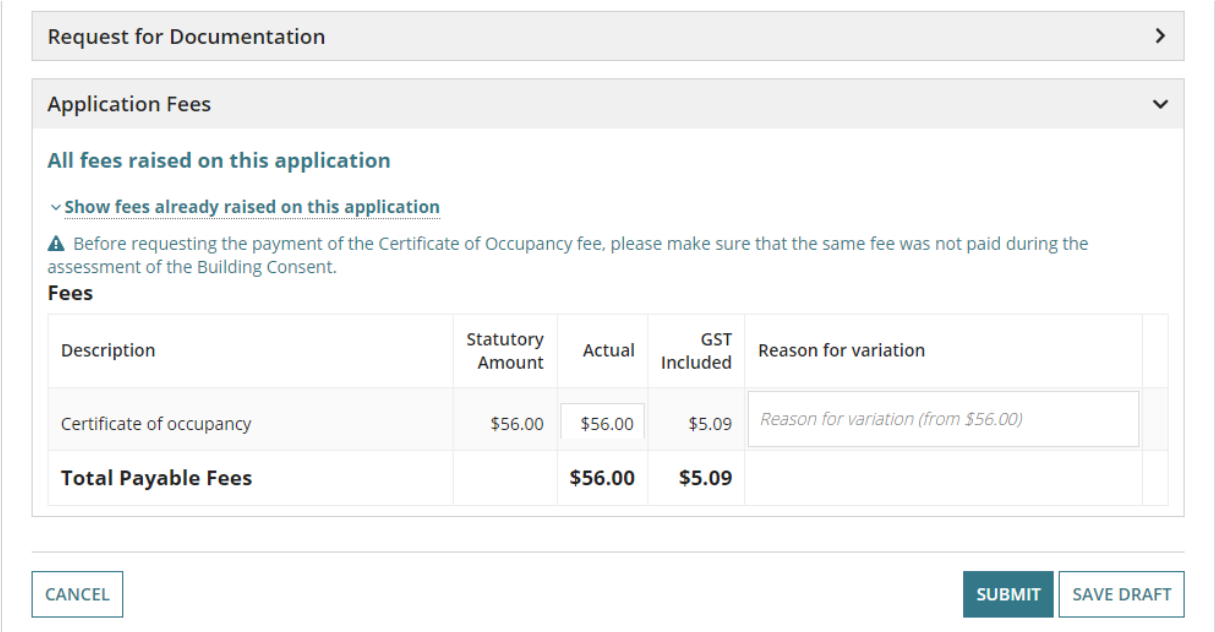
Certificate of Occupancy Status	Validation in Progress

The Certificate Validation form displays with your selections preserved.



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.

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



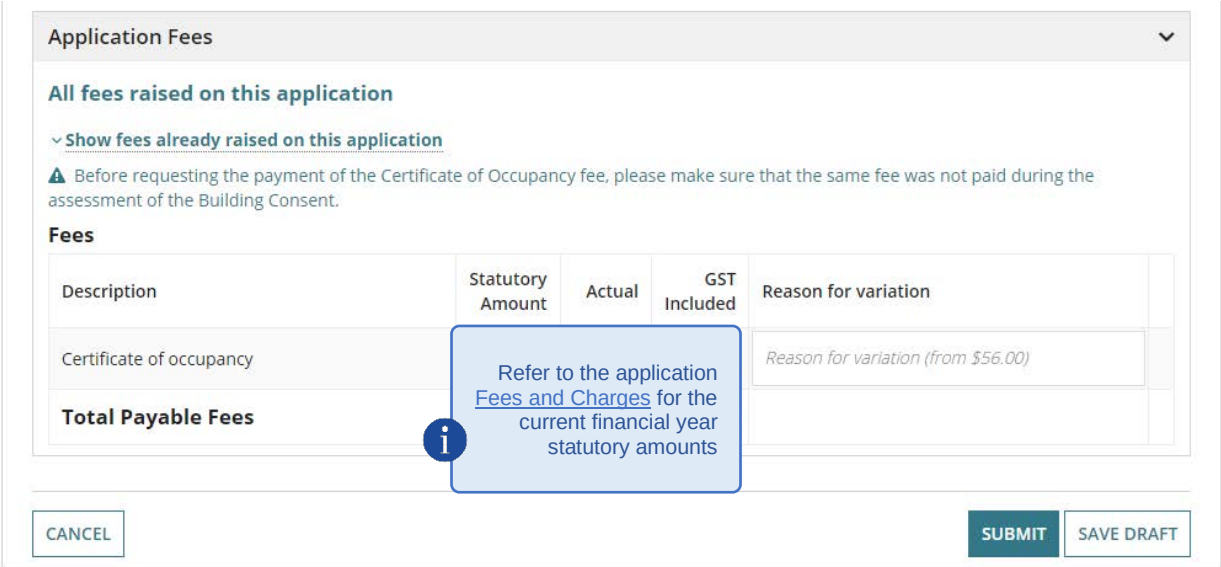
Issue Certificate of Occupancy Fee

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.

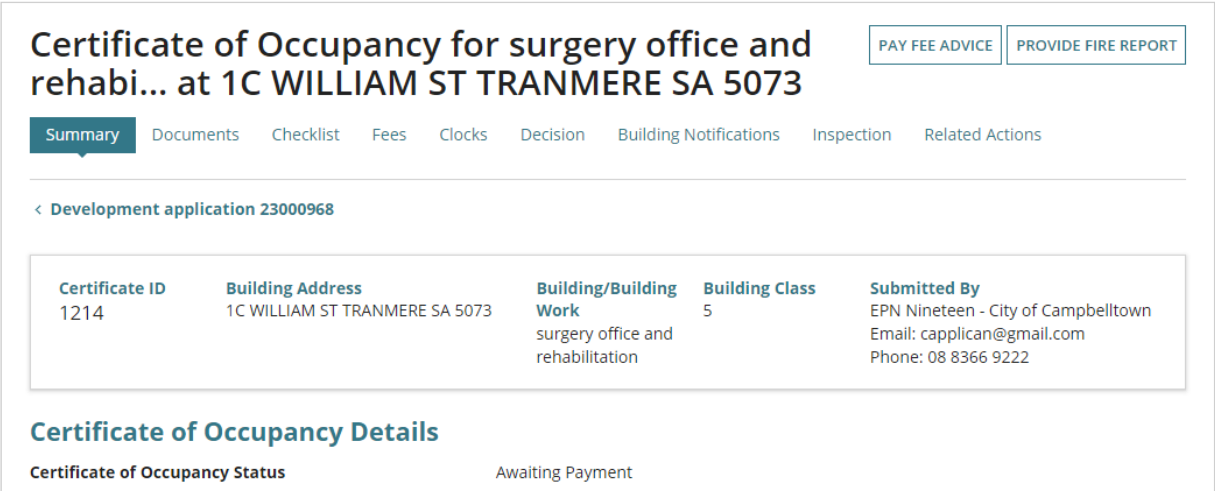
Application fee charged outside (building certifiers) or waived

If the fee advice step was skipped (for building accredited professionals only) or the fee waivered (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.



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.



For more information visit

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Government of South Australia
Department for Housing
and Urban Development