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

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

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

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

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

#### Before you start

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

#### **Included instructions**

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

#### **Related instructions**

Apply for a Certificate of Occupancy | PlanSA



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#### Locate your application for Certificate of Occupancy

1. Search by the development application **ID** number.

	1	
Your applications	23001538 Q (1) Advanced Search (2) Hel	p

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

#### 1 results for: "23001538"

	ID ↓	Owner	Location
3	23001538	U One	43 JAMES ST CAMPBELLTOWN SA 5074

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

Summary	Documents	Land Division Certificates	Sharing access	Variation Requests	Notifications & Inspections	Certificate of Occupancy	Related Actions	
Certifica	ate of Occ	upancy				5		Help for t
Certificate	ID	Location	Building	Work(s)	Description	Initiated	Decision Da	te Status
808		43 JAMES ST CAMPBELLTOWN 5074	SA building	work	building work	8 Dec 2023		Validation

7. The Certificate of Occupancy Details shows.

Certificate of Occupancy for test at 43 JAMES ST	
CAMPBELLTOWN SA 50	

Summary Docu	uments Related Actions			
< Development ap	plication 23001538			
Certificate ID 808	Building Address 43 JAMES ST CAMPBELLTOWN SA 5074	Building/Building Work building work	Building Class 3	Submitted By User One Email: dptitesting99+user1@gmail.com Phone: 0928282828

#### **Certificate of Occupancy Details**

**Certificate of Occupancy Status** 

Validation in Progress



## Withdraw your Certificate of Occupancy application

- 8. Click Related Actions tab to access the withdrawal option.
- 9. Click Withdraw application for Certificate of Occupancy.

# Certificate of Occupancy for test at 43 JAMES ST CAMPBELLTOWN SA 50...

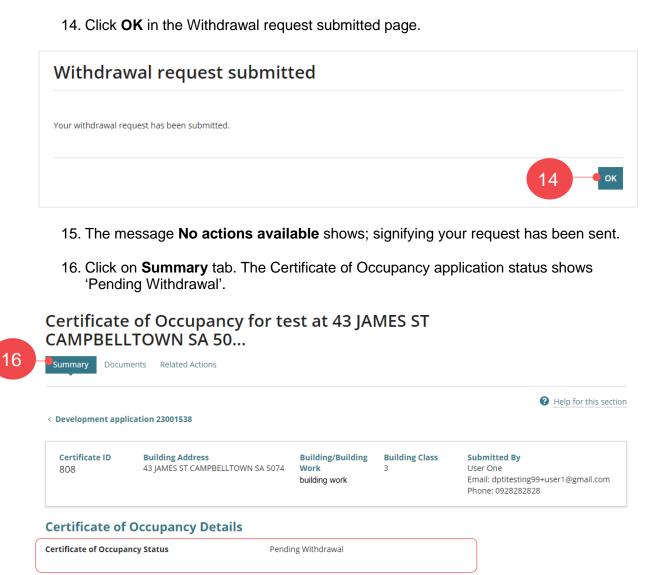
10. The <b>Rec</b>	quest Certificate of Oc	cupancy App	lication Wi	thdrawal shows.
	a <b>note</b> to the relevant a val of your application.	uthority advis	ing the reas	on for requesting the
12. Click on	SUBMIT to complete y	our request.		
		· · · · · · · · · · · · · · · ·	ication M	
equest C	Certificate of Occup	bancy Appi		lithdrawai
Certificate ID 808	Building Address 43 JAMES ST CAMPBELLTOWN SA 5074	Building/Building Work building work	Building Class	Submitted By User One Email: dptitesting99+user1@gmail.com Phone: 0928282828
Certificate ID 808	• Building Address 43 JAMES ST CAMPBELLTOWN SA	Building/Building Work building work	Building Class 3	<b>Submitted By</b> User One Email: dptitesting99+user1@gmail.com Phone: 0928282828

13. Confirm Yes to withdrawing your application or No to cancel the request.



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





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

Description of building	building work
Certificate will be issued by	City of Campbelltown
Building / building work	building work
Building Classification(s)	
Classification 1	3 - Common place of residence for unrelated persons
Max number of Building Occupants	2