

## 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](#)

How to...

# Request withdrawal of a Certificate of Occupancy application



## Locate your application for Certificate of Occupancy

1. Search by the development application ID number.

Your applications

23001538

Advanced Search

Help

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
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

Certificate of Occupancy

Certificate ID	Location	Building Work(s)	Description	Initiated	Decision Date	Status
808	43 JAMES ST CAMPBELLTOWN SA 5074	building work	building work	8 Dec 2023		Validation in Progress

7. The **Certificate of Occupancy Details** shows.

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

Summary Documents Related Actions

< Development application 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

3

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...

Summary

Documents

Related Actions

[Withdraw Application for Certificate of Occupancy](#)

9

10. The **Request Certificate of Occupancy Application Withdrawal** shows.
11. Provide a **note** to the relevant authority advising the reason for requesting the withdrawal of your application.
12. Click on **SUBMIT** to complete your request.

### Request Certificate of Occupancy Application Withdrawal

Certificate ID	Building Address	Building/Building Work	Building Class	Submitted By
808	43 JAMES ST CAMPBELLTOWN SA 5074	building work	3	User One Email: dptitesting99+user1@gmail.com Phone: 0928282828

▲ Are you sure you want to withdraw this application for Certificate of Occupancy? Once an application is withdrawn, it cannot be reinstated.

#### Notes to the Relevant Authority

11

CANCEL

12

SUBMIT

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

Are you sure you want to withdraw this application for Certificate of Occupancy?

NO

13

YES

How to...

# Request withdrawal of a Certificate of Occupancy application



14. Click **OK** in the Withdrawal request submitted page.

4

### Withdrawal request submitted

Your withdrawal request has been submitted.

14

OK

15. The message **No actions available** shows; signifying your request has been sent.

16. Click on **Summary** tab. The Certificate of Occupancy application status shows 'Pending Withdrawal'.

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

16

SummaryDocumentsRelated Actions

Help for this section

Development application 23001538

Certificate ID	Building Address	Building/Building Work	Building Class	Submitted By
808	43 JAMES ST CAMPBELLTOWN SA 5074	building work	3	User One Email: dptitesting99+user1@gmail.com Phone: 0928282828

### Certificate of Occupancy Details

Certificate of Occupancy Status

Pending Withdrawal

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