

Guide for Applicants

Certificate of Occupancy

Apply for a Certificate of Occupancy

Version 1.6



Government of South Australia

Department for Housing
and Urban Development

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Associated instructions

1 Submit Building Notification

Refer to the guide for instructions on how to submit mandatory building notification throughout the building works process. This includes submitting the 'completion of building work notification' and the 'Statement of Compliance' notifications; needed to issue a Certificate of Occupancy application.

2 Submit Certificate of Occupancy Application

Refer to this guide for instructions on how to submit a Certificate of Occupancy Application.

3 Upload Missing Documentation and Fire Report

Refer to this guide for instructions on uploading missing documentation requested by the issuing relevant authority during the validation of your Certificate of Occupancy Application, and instructions on uploading the Fire Report where your application validation identifies a 'Fire Report' is required.

4 Pay the Certificate of Occupancy Fee - Online

Refer to this guide for instructions on how to find the Fee Advice to view and/or print, make a credit card payment and find the Tax Invoice to view and/or print.

5 Issued Certificate of Occupancy

Refer to this guide for instructions on viewing the decision outcome and to download the Certificate of Occupancy.

6 Initiate an Appeal

Refer to the guide for information about lodging an appeal if you are not happy with a decision of the relevant authority in relation to the issuing of a Certificate of Occupancy.

1. Apply for a Certificate of Occupancy

When the final building notification ‘Building Work Completed’ is submitted following an inspection by the relevant authority (as required), you can then apply for the Certificate of Occupancy.

After applying for the Certificate of Occupancy the issuing relevant authority is advised of your submission by email.

Apply for a Certificate of Occupancy from the action task

1. In your **For Your Action** table, locate the development application with a status of ‘Apply for a Certificate of Occupancy’ and click on the application (not the ID) to view the action requiring you to complete.
2. Click on **Apply for a Certificate of Occupancy** to start your application.

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
23034019	Penny Public	LOT 101 BLUEBERRY RD PARADISE SA 5075, LOT 102 BLU...	Construction of a light industry building- Stage 1- Construction of the office	City of Campbelltown	1 Aug 2023	Apply for a Certificate of Occupancy	

STATUS DETAIL CONTACTS SUMMARY

Application 23034019

This application currently requires 1 action from you

Apply for a Certificate of Occupancy

Complete the Certificate of Occupancy application

Address of building

Apply for Certificate of Occupancy

Address of Building:*

LOT 101 BLUEBERRY RD PARADISE SA 5075, LOT 102 BLUEBERRY RD PARADISE SA 5075

3. The **Address of building** will default.

When multiple property locations, **✖ remove** the selection and then select the property location applicable from a list of building addresses.

Apply for Certificate of Occupancy

Address of Building:*

-- please select --

- ✓ LOT 101 BLUEBERRY RD PARADISE SA 5075
- ✓ LOT 102 BLUEBERRY RD PARADISE SA 5075

Include building /building work



There are no classifications available for this building/building work

When the selected building / building work is classified as a 1A (detached house/fire separated attached dwelling) and the building consent verified before 1 October 2024 then a Certificate of Occupancy is not required.

Apply for Certificate of Occupancy

Address of Building:*

LOT 101 BLUEBERRY RD PARADISE SA 5075, LOT 102 BLUEBERRY RD PARADISE SA 5075

Include the following building / building work in the certificate *

Stage 1 - House Works

There are no classifications available for this building / building work



A Certificate of Occupancy is not required for a Class 1a building where the application for building consent is lodged and verified before 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy](#)



There are no building/building works to selection from

The building/building work is only available on the submission of the building/building completion of building work notification. To submit the completion of building work notification, open the applications **Notifications & Inspections** tab.

Apply for Certificate of Occupancy

Address of Building:

LOT 5 GRAVES ST NEWTON SA 5074

Include the following building / building work in the certificate *

Select a building or building work

Select a building or building work



A Certificate of Occupancy is not required for a Class 1a building where the application for building consent is lodged and verified before 1 Oct 2024. Further information can be found here: [Certificate Of Occupancy](#)

4. **The Certificate of Occupancy will be issued by:** shows the name of the ‘relevant authority’ chosen to issue the Certificate of Occupancy (CoO).
5. Choose the building/building work to include in the certificate.
6. Leave the displayed **Description of the building to appear on Certificate of Occupancy** or if none exists then automatically defaults with the selected building/building description.
7. Choose the **classification** of the selected building / building work.
8. The **Number of Occupants** defaults or shows ‘not applicable’ for a 1A building class.
9. **Add another classification** (as applicable).
10. **Include another building/building work** (as applicable) and repeat the steps above.

Apply for Certificate of Occupancy

Address of Building:
4 JAMES ST CAMPBELLTOWN SA 5074

The Certificate of Occupancy will be issued by: ● 4
City of Campbelltown

Include the following building / building work in the certificate* ● 5

Workers' quarters for shearers or fruit pickers

Description of building to appear on Certificate of Occupancy* ● 6

Workers' quarters for shearers or fruit pickers

Include the following classification* ● 7

3 - Common place of residence for unrelated persons

Number of occupants* ● 8

3

ADD ANOTHER CLASSIFICATION ● 9

INCLUDE ANOTHER BUILDING / BUILDING WORK ● 10

11. Upload the documentation in support of the Certificate of Occupancy from a folder location on your computer.

Supporting documentation

Depending on the nature of the building (or part of a building) or its use, there is baseline documentation that you need to provide. [Find out what documents your certificate of occupancy application will need](#)

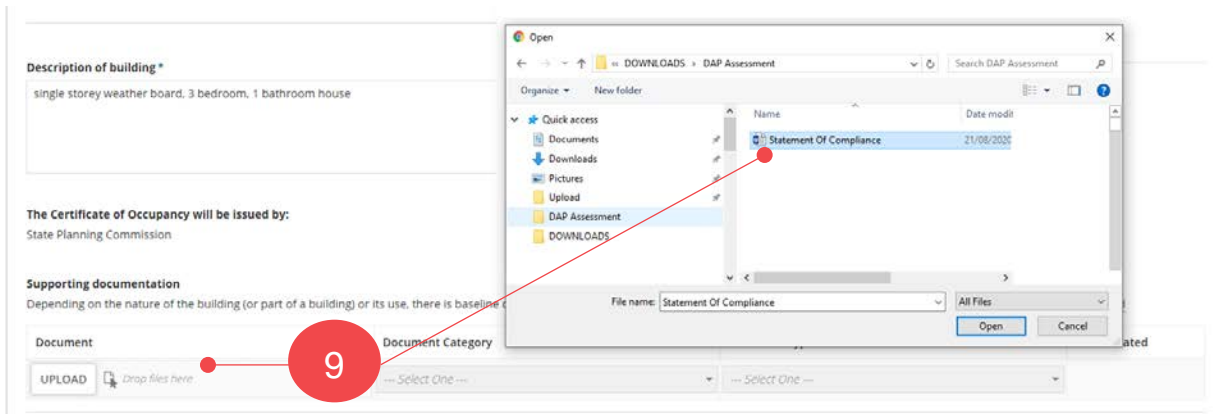
Document	Document Category	Document Type	Date Created
UPLOAD Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

CANCEL
SUBMIT

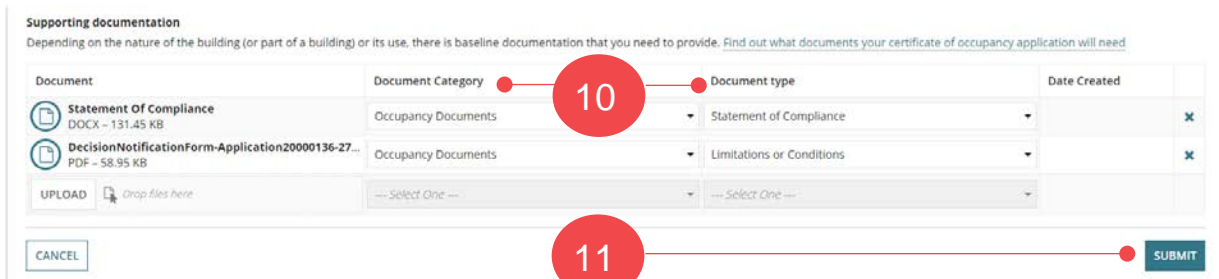
Supply a copy of the following documentation (but not limited to):

- Statement of Compliance
- Certificate of Compliance e.g., plumbing, electrical, services (unless already provided)
- Evidence conditions have been satisfied (when development has been approved subject to conditions)



12. Categorise the document(s) as either **building** or **occupancy** documents.

13. Select **Submit** to complete.



Types of Building Documents

- Certificate of Occupancy
- Inspection Outcome Report
- Statement of Compliance

Certificate of Occupancy application 'types of supporting documentation

- Cert. Occupancy Request for Documentation
- Certificate of Occupancy
- Fire Report (i.e., Fire authority report)
- Form 2 (i.e., Essential Safety Provisions (ESPs))
- Limitations or Conditions
- Statement of Compliance
- Supporting Documentation

View the Certificate of Occupancy Application Details

1. Within the displayed **Development Application** summary go to the **Certificate of Occupancy** tab to view the submitted application.

Application Certificate of Occupancy tab

The Certificate of Occupancy tab shows only when a building/building work requires a Certificate of Occupancy (CoO).



2. Click on **ID** number of the Certificate to view the details.

Summary Documents Sharing access Notifications & Inspections **Certificate of Occupancy** Related Actions

Certificate of Occupancy

Certificate ID	Location	Building Work(s)	Description	Initiated	Decision Date	Status
1213	4 JAMES ST CAMPBELLTOWN SA 5074	Workers' quarters for shearers or fruit pickers	Workers' quarters for shearers or fruit pickers	13 Sept 2024		Awaiting Validation

3. Within the **Certificate of Occupancy** screen, you can locate who will be issuing the certificate and their contact details.

4. Click on **Development Application** link to exit the Certificate of Occupancy details.

Certificate of Occupancy for Workers' quarters ... building work at 4 JAMES ST

Summary Documents Related Actions

< [Development application 24001102](#)

[Help for this section](#)

Certificate ID	Building Address	Building/Building Work	Building Class	Submitted By
1213	4 JAMES ST	Workers' quarters for shearers or fruit pickers	3	EPN Nin Email: capplian@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: 28 Aug 2024		
Address of building	4 JAMES ST	Title Ref CT 5808/79	Plan Parcel F128144AL10
Description of building	Workers' quarters for shearers or fruit pickers		
Certificate will be issued by	City Council		
Building / building work	Workers' quarters for shearers or fruit pickers		
Building Classification(s)	Classification 1 3 - Common place of residence for unrelated persons		

2. Track Certificate of Occupancy from your dashboard

At any point during the assessment of your application log in to your online account, to view the progress of your Certificate of Occupancy (CoO) application.

As the CoO application progresses through the assessment process the application will transition through several status. Refer to the table below to learn about each one.

Status	Description and action to take (as required)	Time Frame
Awaiting validation	The CoO application has been received by the issuing relevant authority.	
Validation in Progress	The issuing relevant authority is processing your application, and you may be contacted if additional information is required.	
Awaiting Mandatory Document	The relevant authority has found that additional information is required from you. Upon supplying the required information, the relevant authority can continue processing your application.	
Awaiting Payment	The relevant authority has determined the fee payable to issue the CoO. Once you have paid the required fee, the CoO is issued.	
Awaiting Decision	Your CoO has been lodged and the relevant authority has 5 working days to issue the Certificate or reject. On completion of the assessment the CoO will be issued or refused, and you will be notified of the outcome.	5 working Days to issue or reject
Awaiting Fire Report	The relevant authority has specified a 'fire report' is required, and you have 15 working days to provide to the relevant authority. On receipt of the 'fire report' the relevant authority can continue processing your application.	15 working days to provide a fire report
Issued	CoO issued; your building is certified suitable for occupation. The certificate can be downloaded from your applications Documents store.	
Refused	CoO refused; any appeal against the decision must be filed within 28 days of receiving the refusal notice. You may appeal the relevant authorities' decision to refuse the certificate or submit a new application for issuing a CoO.	28 days after the refuse notice to appeal

1. Click on **Certificate of Occupancy** to view your application.

The Certificate of Occupancy application displays, and the Status will inform the action being performed. Refer to the table on **page 11** for the status descriptions.

FOR YOUR ACTION (670) UNDER ASSESSMENT (433) DRAFT (0) LAND DIVISION CERTIFICATES (12) **CERTIFICATE OF OCCUPANCY (1)** FINALISED (512)

Certificate of Occupancy

Application ID	Certificate ID ↓	Location	Building Work(s)	Initiated	Decision	Status		Days
23049618	584	LOT 5 GRAVES ST NEWTON SA 5074	Clubrooms and rehabilitation space	7 Dec 2023		Awaiting Validation	<i>i</i> <i>▶</i>	<i>🕒</i> -

For more information visit
plan.sa.gov.au



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