

Guide for Applicants and Relevant Authorities

# Submit Building Certification for Crown & Essential Infrastructure

Version 1.0



Government of South Australia

Department for Housing  
and Urban Development

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## Overview

The *Statutes Amendment (Planning, Infrastructure and Other Matters) Act 2025* (Statutes Amendment Act) was assented to on 27 November 2025. Part 5 of the Act, which amends the *Planning, Development and Infrastructure Act 2016* (PDI Act), commenced on 15 January 2026. These changes affect the Crown (s131) and Essential Infrastructure (s130) development pathways under the PDI Act.

Whilst building certification has always been required (and retained by the asset owner), under the new requirements, State agencies and entities prescribed or sponsored for essential infrastructure must formally submit certified building documents following the granting of development approval.

Applicants are responsible for obtaining Building Certification (where applicable) from an Accredited Professional and completing the building certification task in the online portal. Applicants may choose to share access to the application to allow the Building Certifier to complete this task on their behalf.

Building Certification may be submitted in stages, and the task will remain open until all required certifications have been provided.

**Building work must not commence until all certified building plans have been uploaded to the portal.**

### Further information:

Please contact the Crown and Impact Assessed development team:

Email: [dhud.crownimpactassessment@sa.gov.au](mailto:dhud.crownimpactassessment@sa.gov.au)

Phone: 1800 752 664

Post: GPO Box 1815, Adelaide SA 5001

Visit: 83 Pirie Street, Adelaide (by appointment only)

## Recording building certification

On completion of development approval, the applicant receives two email notifications. One advising the development application has been approved and another advising building certification is required.

Building Certification is required for Development Application

26000565

Applicant: Penny Public and Department of ...

Address: 212 EAST TCE ADELAIDE SA 5000



Prior to commencement of construction, building certification must be submitted for Development Application 26000565. Separate certifications can be provided for each stage of works.

Click to [Record Building Certifications](#)

Regards,  
Planning and Land Use Services  
Department for Trade and Investment  
1800 752 664

## Locating the Record Building Certifications Form

To enter the building certification(s) there are numerous methods to locate the form. Choose one of the following options.

Initiate Record Building  
Certifications from the email  
notification

This method will direct you to the **Building Certifications** tab of the Crown – Development application where an option *to Record Building Certification* is available.

Access Record Building  
Certifications Form from the  
pending your action

This method will directly open the *Record Building Certification Form*.

Access Record Building  
Certifications Form from the  
development application

This method will directly open the *Record Building Certification Form*.

## Initiate Record Building Certifications from the email notification

Email notification

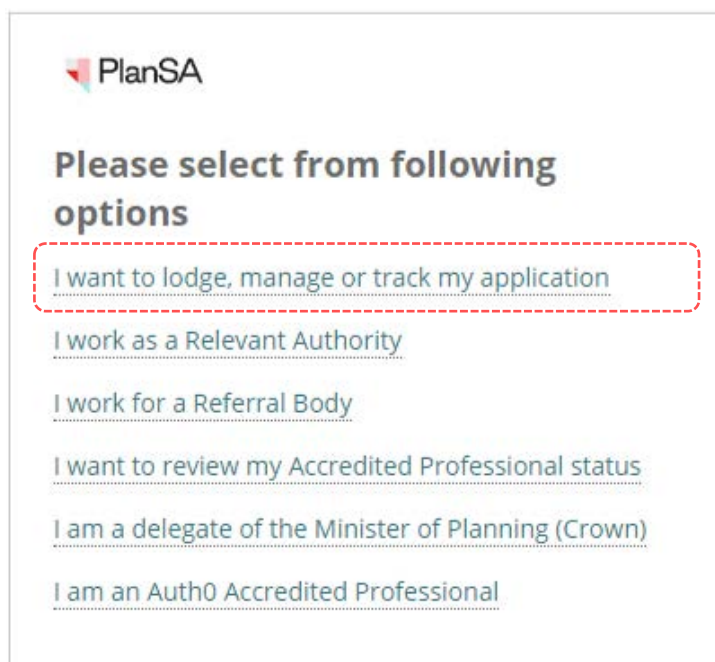
1. Click on hyperlink **Record Building Notifications**.

Prior to commencement of construction, building certification must be submitted for Development Application 26000565. Separate certifications can be provided for each stage of works.

Click to [Record Building Certifications](#)

The **PlanSA** window opens with a series of login options.

2. Click on **I want to lodge, manage or track my application** and follow the instructions [How to login to your development application account | PlanSA](#).



The **Building Certifications** page displays in the Crown – Development application.

3. Click on RECORD BUILDING CERTIFICATION.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

### Submitted Building Certification Forms

[RECORD BUILDING CERTIFICATION](#)

| Building Certification Submission ID | Building Certificates | Building Works | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|-----------------------|----------------|--------------------------|----------------|--------------|
| No items available                   |                       |                |                          |                |              |

## Access Record Building Certifications Form from the pending your action

An accompanying task to 'Record building certification(s)' is available within the applicant's 'Pending your action' dashboard and summary page for the development application.

1. Click on **PENDING YOUR ACTION**.

The list of tasks requiring action display.

The screenshot shows the 'APPLICATIONS IN PROGRESS' dashboard. On the left is a sidebar with 'Application Actions' including 'SUBMIT APPLICATION', 'SUBMIT APPLICATION - CROWN', 'SUBMIT DRAFT APPLICATION', 'ACCESS SHARED APPLICATION', and 'BATCH PAYMENT'. The main area has a header with 'APPLICATIONS IN PROGRESS' and a highlighted 'PENDING YOUR ACTION' tab. Below the header are search filters for 'Search Tasks', 'RELEVANT AUTHORITY', 'DATE REQUESTED', and 'DUE DATE'. A table lists applications with columns for Application ID, Owner, Location, Relevant Authority, Action Required, Date Requested, Due Date, and Task Days Remaining. Two rows are visible: one for 'Record Building Certification(s)' and another for 'Apply for next consent required'.

2. Click on filter **Action required** and start typing Record Building Certification(s).
3. Click on the action name to show only applications requiring a building certification to be recorded.

This screenshot shows the 'ACTION REQUIRED' dropdown menu open in the 'PENDING YOUR ACTION' tab. The search input contains 'recd' and the option 'Record Building Certification(s)' is selected. The table below shows the filtered results, with the 'Record Building Certification(s)' row highlighted.

List of applications with the action Record Building Certification(s) display.

4. Click on the action name to open.

The screenshot shows the 'PENDING YOUR ACTION' tab with the 'ACTION REQUIRED' filter set to 'Record Building Certification(s)'. The table below shows a single row for application ID 26000565 with the action name 'Record Building Certification(s)' highlighted by a red dashed box.

The **Record Building Certification(s) Form** displays.

### Record Building Certification(s) Form

Is the building certification staged?\*

Yes

No

**Building Certificate(s)**

|  |  |   |
|--|--|---|
| <b>Building Certificate Description *</b>            | <b>Building Certifier *</b>                              | <b>Decision Date *</b>                  |
| <input type="text"/>                                 | <input type="text" value="Type to select the assessor"/> | <input type="text" value="dd/mm/yyyy"/> |
| <input type="checkbox"/> Other certifier not in list |  |   |

[+ ADD BUILDING CERTIFICATE](#)

## Access Record Building Certifications Form from the development application

1. Search for the application ID.

2. Click on the **application ID** to open.

Search results for: "26000565"

[Clear search](#)

| Application ID | Development Number | Applicant                      | Owner             | Location                      | Title Ref   | Plan Parcel | Nature of Development  |
|----------------|--------------------|--------------------------------|-------------------|-------------------------------|-------------|-------------|--|
| 26000565       |                    | Department of ... Penny Public | Department of ... | 212 EAST TCE ADELAIDE SA 5000 | CT 5487/515 | F13282AL2   | Construction of twelve (12) detached dwellings in a terrace arrangement with associated fencing (... more) |

The **Summary** page opens for the Crown – Development application, with an action required to Record Building Certification(s).

The *Building Certifications* tab has been introduced, offering users the ability to record and manage building certification records.

3. Click on action Record Building Certification(s) to open the form.

> Zoning information

The **Record Building Certification(s) Form** displays. Go to complete the Record Building Certification(s) Form.

### Record Building Certification(s) Form

Is the building certification staged? \*

- Yes  
 No

Building Certificate(s)

|   |   |   |
|---|---|---|
| <p><b>Building Certificate Description *</b></p> <input type="text"/> | <p><b>Building Certifier *</b></p> <input type="text" value="Type to select the assessor"/> <p><input type="checkbox"/> Other certifier not in list</p> | <p><b>Decision Date *</b></p> <input type="text" value="dd/mm/yyyy"/> |
|---|---|---|

[+ ADD BUILDING CERTIFICATE](#)

## Complete the Building Certification Form

### Share access to an accredited professional to complete the form

If you require assistance in completing the Building Certification Form or prefer a Builder Certifier (accredited professional) to complete then give the building certifier access to the application, following the instructions [How to – Share access to your application with someone | PlanSA](#).

### Building certification staged or not

1. Advise Yes or No to whether the building certification to be submitted in stages or not.

#### Record Building Certification(s) Form

Is the building certification staged?\*

- Yes  
 No

When staged, then a second question is shown **Is the final stage include in this submission** and mandatory. Multiple stages can be recorded in the one submission form.

2. Advise one of the following.

#### Record Building Certification(s) Form

No (not the final stage) the *Record Building Certification* task will remain available.

Is the building certification staged?\*

- Yes  
 No

Yes (final stage) the *Record Building Certification* task is completed.

Is the final stage included in this submission? \*

- Yes  
 No

### Adding Building Certificate(s)

This section is used to record the details of individual building certificates issued by one or more accredited professionals responsible for the decision. Multiple building certificates can be entered within a single Building Certifications form.

#### Building Certificate(s)

|   |  |   |
|---|--|---|
| <b>Building Certificate Description *</b> | <b>Building Certifier *</b>                              | <b>Decision Date *</b>                  |
| <input type="text"/>                      | <input type="text" value="Type to select the assessor"/> | <input type="text" value="dd/mm/yyyy"/> |
|   | <input type="checkbox"/> Other certifier not in list     |   |

[+ ADD BUILDING CERTIFICATE](#)

3. Enter the **Building Certification Description** (mandatory).

Maximum 250 characters.

**Building Certificate Description \***

Building 1 - stage 1

4. Start typing the name of the **building certifier** (mandatory) who has provided the *Building Certification Form* and select from list of matches.

**Building Certifier \***

ben

Joe Bloggs - Ben Green and Associates Pty Ltd

Click on 'x' to remove the building certifier and add a different one.

**Building Certifier \***

Joe Bloggs - Ben Green and Associates Pty L... X

Other certifier not in list

5. Click on **Other certifier not in list** checkbox to manually enter a building certifier name if not found in the list of accredited professionals (see above).

Maximum 250 characters.

**Other Certifier Details \***

Other certifier not in list

**Other Certifier Details \***

Precision Certifiers

Other certifier not in list

6. Type the **decision date** (mandatory) using format dd/mm/yyyy or click on the calendar icon to select a date.

The decision date is the date the decision issued.

**Decision Date \***

13/02/2026



**Add another building certificate**

7. Click + ADD BUILDING CERTIFICATE.



**Building Certificate(s)**

|   |                                  |                        |
|---|----------------------------------|------------------------|
| <b>Building Certificate Description *</b>                       | <b>Other Certifier Details *</b> | <b>Decision Date *</b> |
| Building 1 - stage 1  | Precision Certifiers             | 13/02/2026             |
| <input checked="" type="checkbox"/> Other certifier not in list |                                  |                        |

**+ ADD BUILDING CERTIFICATE**

When multiple building certificates have been entered, a delete option becomes available.




**Building Certificate(s)**

|   |   |                                      |  |
|---|---|--------------------------------------|--|
| <b>Building Certificate Description *</b><br>Building 1 - stage 1 | <b>Other Certifier Details *</b><br>Precision Certifiers<br><input checked="" type="checkbox"/> Other certifier not in list | <b>Decision Date *</b><br>13/02/2026 | <br> |
| <b>Building Certificate Description *</b>                         | <b>Building Certifier *</b><br>Type to select the assessor<br><input type="checkbox"/> Other certifier not in list          | <b>Decision Date *</b><br>dd/mm/yyyy |  |

[+ ADD BUILDING CERTIFICATE](#)

8. Repeat steps 3 to 7 until all supplied building certificates are entered.

**Building Certificate(s)**


|  |  |                                      |   |
|--|--|--------------------------------------|---|
| <b>Building Certificate Description *</b><br>Building 1 with 3 dwellings - stage 1 | <b>Other Certifier Details *</b><br>Precision Certifiers<br><input checked="" type="checkbox"/> Other certifier not in list  | <b>Decision Date *</b><br>13/02/2026 |    |
| <b>Building Certificate Description *</b><br>Building 2 with 3 dwellings - stage 2 | <b>Building Certifier *</b><br>User Three - Mission Impossible Approvals <br><input type="checkbox"/> Other certifier not in list | <b>Decision Date *</b><br>20/02/2026 |  |

[+ ADD BUILDING CERTIFICATE](#)

### Adding Building Works Details

For each building certificate provide the applicable building works details.

**Building Work(s)**

 Please include all the building works related to the certificates added above

|                             |                                    |   |                             |
|-----------------------------|------------------------------------|---|-----------------------------|
| <b>Building Work Name *</b> | <b>Building Work Description *</b> | <b>Classification</b><br>Select<br><a href="#">+ Add classification</a> | <b>Max Number Occupants</b> |
|-----------------------------|------------------------------------|---|-----------------------------|

[+ ADD BUILDING WORK](#)

9. Enter the **Building Work Name** (mandatory).  
Maximum 100 characters.

**Building Work Name \***

Single storey building

10. Enter a **Building Work Description** (mandatory). This field includes additional details of the described building work.  
Maximum 2000 characters.

**Building Work Description \***

Single storey building with multiple dwellings, including storage shed

### Add a single building work

11. Click on the **Classification** drop-down and start typing a key word from the classification description.

Click on the required classification from list of matches.

As required, add another classification.

12. Enter the **maximum number of occupants** is mandatory for specific building classifications, i.e. classifications 1B, 2 to 9.

Note: Remove the value in the *Max Number of Occupants* field before changing to a classification that does not require occupant numbers. This field cannot be edited once the classification is changed.

### Add another building work

13. Click on + ADD BUILDING WORK.

When multiple building certificates have been entered, a delete option becomes available.

+ ADD BUILDING WORK

14. Repeat steps 9 to 13 until all building works are entered.

### Upload supporting documents

The following documentation must be uploaded to submit the building certificate.

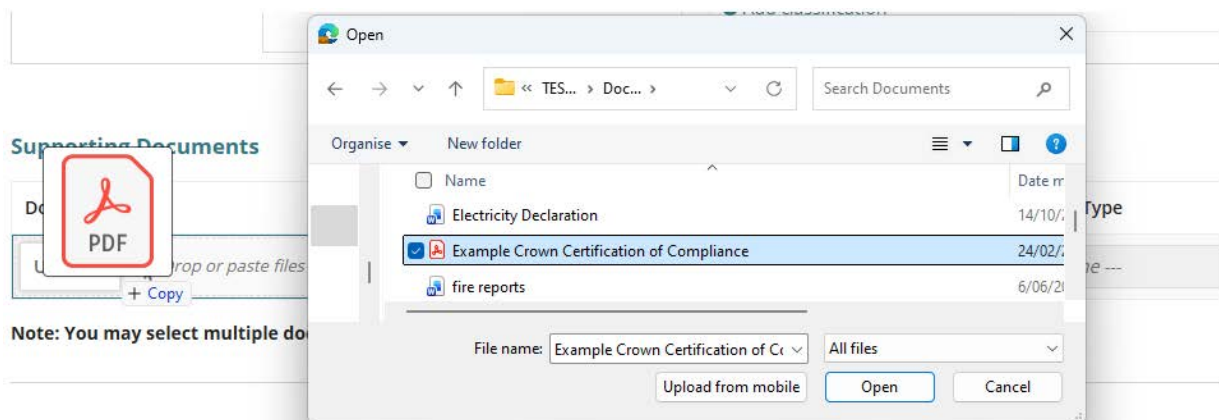
- Building Plan
- Building Certification Form provided by each building certifier (accredited professional) when one or more have issued a decision.

15. Click on UPLOAD.

The **Open** window displays.

16. Drag-and-drop files from save folder to the Drop or paste files here field. Repeat until all required documentation is uploaded.

17. Click Cancel to close the Open window.



18. Categorise each of the uploaded documents.

Example *Building Certification Form* document categorisation.

Supporting Documents

| Document   | Document Category  | Document Type             | Document Description           |   |
|--|--------------------|---------------------------|--------------------------------|---|
| Example Crow... PDF - 218.54 KB                                | Building Documents | Certificate of Compliance | Building Certification stage 1 | ✕ |
| Example Crow... PDF - 218.54 KB                                | Building Documents | Certificate of Compliance | Building Certification stage 2 | ✕ |
| Plans1-288661 ... PDF - 532 KB                                 | --- Select One --- | --- Select One ---        |                                | ✕ |
| <input type="button" value="UPLOAD"/> Drop or paste files here | --- Select One --- | --- Select One ---        |                                |   |

Note: You may select multiple documents to upload simultaneously.

Example *Building plans* document categorisation.

Supporting Documents

| Document   | Document Category  | Document Type             | Document Description           |   |
|--|--------------------|---------------------------|--------------------------------|---|
| Example Crow... PDF - 218.54 KB                                | Building Documents | Certificate of Compliance | Building Certification stage 1 | ✕ |
| Example Crow... PDF - 218.54 KB                                | Building Documents | Certificate of Compliance | Building Certification stage 2 | ✕ |
| Plans1-288661 ... PDF - 532 KB                                 | Plans              | Certified Building Plans  |                                | ✕ |
| <input type="button" value="UPLOAD"/> Drop or paste files here | --- Select One --- | --- Select One ---        |                                |   |

Note: You may select multiple documents to upload simultaneously.

CANCEL

SUBMIT

19. Click SUBMIT to complete.

The **Building Certifications** tab displays with the Building Certification submission.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

Submitted Building Certification Forms

RECORD BUILDING CERTIFICATION

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

An email *Building Certification has been submitted for Development Application* is received by the applicants and the relevant authority (the Minister for Planning).



Building Certification has been submitted for Development Application 26000565.

Regards,  
Planning and Land Use Services  
Department for Trade and Investment  
1800 752 664

## Preview Building Certification Submission

1. Open the development application.

The **Summary** page of the development application displays, with an action to 'Record Building Certification' for staged building certifications or no further actions required (building certification(s) have been submitted).

### Crown - Development application - 26000565: 212 East Tce Adelaide SA 5000

Summary Documents Sharing access Operative Dates Building Certifications Related Actions



**Application Status:** Development Approval Granted  
**Fees Outstanding:** No

Example of an action to 'Record building certification(s)'.

> Zoning information

**Actions required**

Record Building Certification(s)

**Status detail**

Example of no further actions required.

> Zoning information

There is currently no action required

**Status detail**

2. Click on **Building Certifications** tab to view submissions.

When staging the building certifications, the **Record Building Certification** button is available.

3. Click on the **ID** number to view the details.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

#### Submitted Building Certification Forms

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 42                                   | Remainder of works - Stage 3   | Remainder of works                             | 1A, 10B                  | 25/02/2026     | TEST Three   |
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

The **Building Certificate Submission** details display with the option to [Upload additional documents](#).

### Editing the building certificate submission

The submission can only be modified by the relevant authority (the Minister for Planning).

4. Click on Back to view the submission listing.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

---

[← Back](#)

### Building Certificate Submission ID: 42

Is the building certification staged?  
Yes

Is the final stage included in this submission?  
Yes

**Building Certificate(s)**

| Building Certificate Description * | Building Certifier *  | Decision Date * |
|------------------------------------|---|-----------------|
| Remainder of works - Stage 3       | User Three - Mission Impossible Approvals<br><input type="checkbox"/> Other certifier not in list | 25 Feb 2026     |

**Building Work(s)**

| Building Work Name * | Building Work Description * | Classification  | Max Number Occupants |
|----------------------|-----------------------------|---|----------------------|
| Remainder of works   | Remainder of works          | 1A - Detached house/ Fire separated a...<br>10B - Fence, mast, Antenna, swimming... |                      |

**Supporting Documents**

[📄 UPLOAD ADDITIONAL DOCUMENTS](#)

| Document                        | Type                      | Description                | Date Created     |
|---------------------------------|---------------------------|----------------------------|------------------|
| Siteplan-12829897-823060.pdf    | Certified Building Plans  |                            | 25 Feb 2026 8:24 |
| BuildingCertificate-823061.docx | Certificate of Compliance | Remainder of buiding works | 25 Feb 2026 8:24 |

The **Submitted Building Certification Forms** displays.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

---

### Submitted Building Certification Forms

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 42                                   | Remainder of works - Stage 3   | Remainder of works                             | 1A, 10B                  | 25/02/2026     | TEST Three   |
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

## Upload additional documents

1. Open the development application.
2. Click on **Building Certifications** tab to view submissions.
3. Click on the **ID** number to view the details.

|         |           |                |                 |                                |                 |
|---------|-----------|----------------|-----------------|--------------------------------|-----------------|
| Summary | Documents | Sharing access | Operative Dates | <b>Building Certifications</b> | Related Actions |
|---------|-----------|----------------|-----------------|--------------------------------|-----------------|

---

### Submitted Building Certification Forms

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 42                                   | Remainder of works - Stage 3   | Remainder of works                             | 1A, 10B                  | 25/02/2026     | TEST Three   |
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

The **Building Certificate Submission** details display with the option to [Upload additional documents](#).

4. Click on **UPLOAD ADDITIONAL DOCUMENTS**.

|         |           |                |                 |                                |                 |
|---------|-----------|----------------|-----------------|--------------------------------|-----------------|
| Summary | Documents | Sharing access | Operative Dates | <b>Building Certifications</b> | Related Actions |
|---------|-----------|----------------|-----------------|--------------------------------|-----------------|

---

[← Back](#)

### Building Certificate Submission ID: 42

**Is the building certification staged?**  
Yes

**Is the final stage included in this submission?**  
Yes

**Building Certificate(s)**

|   |  |                                       |
|---|--|---------------------------------------|
| <b>Building Certificate Description *</b><br>Remainder of works - Stage 3 | <b>Building Certifier *</b><br>User Three - Mission Impossible Approvals<br><input type="checkbox"/> Other certifier not in list | <b>Decision Date *</b><br>25 Feb 2026 |
|---|--|---------------------------------------|

**Building Work(s)**

| Building Work Name * | Building Work Description * | Classification                           | Max Number Occupants |
|----------------------|-----------------------------|--|----------------------|
| Remainder of works   | Remainder of works          | 1A - Detached house/ Fire separated a... |                      |
|                      |                             | 10B - Fence, mast, Antenna, swimming...  |                      |

**Supporting Documents**

**UPLOAD ADDITIONAL DOCUMENTS**

| Document                        | Type                      | Description                | Date Created     |
|---------------------------------|---------------------------|----------------------------|------------------|
| Siteplan-12829897-823060.pdf    | Certified Building Plans  |                            | 25 Feb 2026 8:24 |
| BuildingCertificate-823061.docx | Certificate of Compliance | Remainder of buiding works | 25 Feb 2026 8:24 |

The **Upload additional documents** page showing previously uploaded documents and an area to upload new documents.

5. Click on **UPLOAD**.

### Upload Additional Documents

#### Previously Uploaded Documents

| Document  | Type                      | Description                | Date Created     |
|---|---------------------------|----------------------------|------------------|
| <a href="#">Siteplan-12829897-823060.pdf</a>    | Certified Building Plans  |                            | 25 Feb 2026 8:24 |
| <a href="#">BuildingCertificate-823061.docx</a> | Certificate of Compliance | Remainder of buiding works | 25 Feb 2026 8:24 |

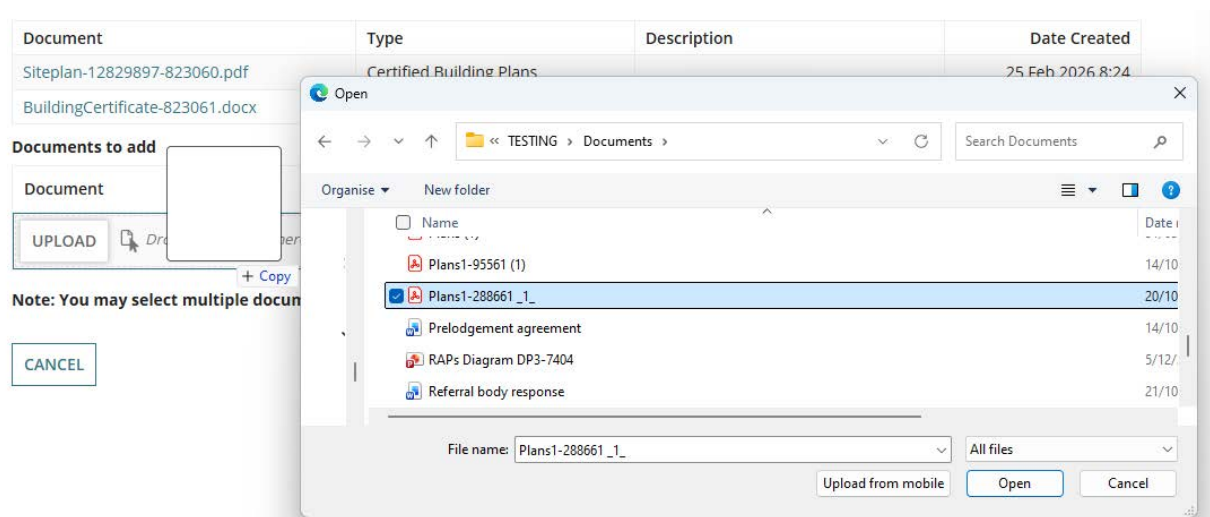
#### Documents to add

| Document  | Document Category  | Document Type      |
|---|--------------------|--------------------|
| <input type="button" value="UPLOAD"/> <span>Drop or paste files here</span> | --- Select One --- | --- Select One --- |

Note: You may select multiple documents to upload simultaneously.

The **Open** window displays.

6. Drag-and-drop files into *Drop or paste files here* field until all documents are uploaded. Cancel to close the Open window.



7. Categorise the document using the Document Category and Document Type fields and **SUBMIT** to complete.

#### Documents to add

| Document  | Document Category  | Document Type            |
|---|--------------------|--------------------------|
| <input type="button" value="UPLOAD"/> <span>Drop or paste files here</span> | --- Select One --- | --- Select One ---       |
| <b>Plans1-288661_1_</b><br>PDF - 532 KB                                     | Plans              | Certified Building Plans |

Note: You may select multiple documents to upload simultaneously.

The **Submit Building Certification Forms** page displays.

- Click on the ID number to view the uploaded documents form the submission.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

---

### Submitted Building Certification Forms

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 42                                   | Remainder of works - Stage 3   | Remainder of works                             | 1A, 10B                  | 25/02/2026     | TEST Three   |
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

The **Building Certification Submission** displays and the uploaded documents available from Supporting Documents listing.

Summary Documents Sharing access Operative Dates **Building Certifications** Related Actions

---

[← Back](#)

### Building Certificate Submission ID: 42

**Is the building certification staged?**  
Yes

**Is the final stage included in this submission?**  
Yes

**Building Certificate(s)**

| Building Certificate Description * | Building Certifier *  | Decision Date * |
|------------------------------------|---|-----------------|
| Remainder of works - Stage 3       | User Three - Mission Impossible Approvals<br><input type="checkbox"/> Other certifier not in list | 25 Feb 2026     |

**Supporting Documents**

[📄 UPLOAD ADDITIONAL DOCUMENTS](#)

| Document                        | Type                      | Description                | Date Created      |
|---------------------------------|---------------------------|----------------------------|-------------------|
| * Plans1-288661 _1_.pdf         | Certified Building Plans  |                            | 26 Feb 2026 13:09 |
| Siteplan-12829897-823060.pdf    | Certified Building Plans  |                            | 25 Feb 2026 8:24  |
| BuildingCertificate-823061.docx | Certificate of Compliance | Remainder of buiding works | 25 Feb 2026 8:24  |

The document is additional available in the applications Documents store.

Summary **Documents** Sharing access Operative Dates Building Certifications Related Actions

---

**Search by keyword**

**Search by Category**

**Search by Type**

**Where was the document uploaded?**

Application

Planning Consent

Development Approval

**Additional document filters**

Decision Documents

Invoices

Other Documents

Plans

**Hidden by default**

Superseded

| Document   | Type                     | Description | Date Created      |
|--|--------------------------|-------------|-------------------|
| <input type="checkbox"/> * Plans1-288661 _1_.pdf | Certified Building Plans |             | 26 Feb 2026 13:09 |

On document upload submission an email *Additional document(s) uploaded to the building certification record for Development Application* is received by the applicants.



The uploaded document(s) has been added to the building certification 41 for Development Application 26000565

[Click to view the submitted document](#)

Regards,  
Planning and Land Use Services  
Department for Trade and Investment  
1800 752 664

## Record the final stage

1. Complete instructions [Locating the Recording Building Certifications Form](#).

The **Record Building Certification(s)** Form displays.

2. Click Yes (final stage).

## Record Building Certification(s) Form

Is the building certification staged?

Yes

Is the final stage included in this submission? \*

Yes

No

3. Complete instructions [Adding Building Certificate\(s\)](#).

### Building Certificate(s)

|   |   |                                      |
|---|---|--------------------------------------|
| <b>Building Certificate Description *</b><br>Remainder of works - Stage 3 | <b>Building Certifier *</b><br>User Three - Mission Impossible Appro... X<br><input type="checkbox"/> Other certifier not in list | <b>Decision Date *</b><br>25/02/2026 |
|---|---|--------------------------------------|

+ ADD BUILDING CERTIFICATE

4. Complete instructions [Adding building works details](#).

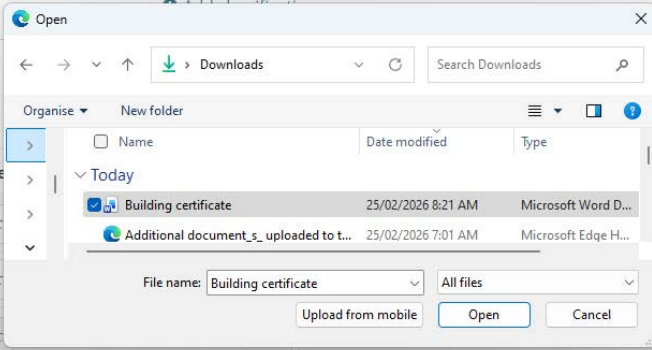
|   |  |  |                             |
|---|--|--|-----------------------------|
| <b>Building Work Name *</b><br>Remainder of works | <b>Building Work Description *</b><br>Remainder of works | <b>Classification</b>                      | <b>Max Number Occupants</b> |
|   |  | 1A - Detached house/ Fire separated a... X |                             |
|   |  | 10B - Fence, mast, Antenna, swimming... X  |                             |
|   |  | + Add classification                       |                             |

+ ADD BUILDING WORK

5. Complete instructions [Upload supporting documents](#).

**Supporting Documents**

|  |            |
|--|------------|
| Document                                       | Document   |
| <b>SitePlan-12829897</b><br>PDF - 4.08 MB      | --- Select |
| <b>Building certificate</b><br>DOCX - 38.21 KB | --- Select |
| <b>UPLOAD</b> Drop or paste files here         | --- Select |



6. Click Submit.

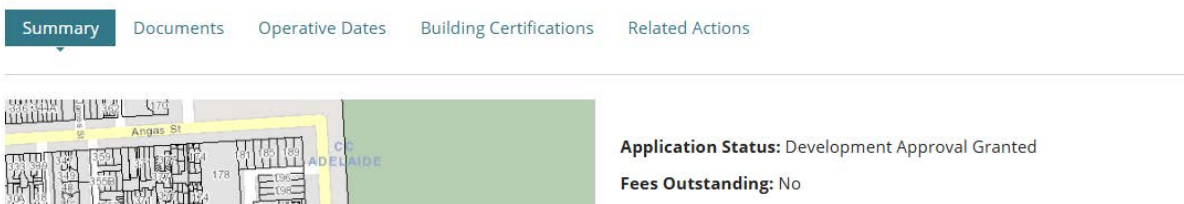
**Supporting Documents**

| Document  | Document Category  | Document Type             | Document Description       |   |
|---|--------------------|---------------------------|----------------------------|---|
| SitePlan-1282...<br>PDF - 4.08 MB   | Plans              | Certified Building Plans  |                            | ✕ |
| Building certi...<br>DOCX - 38.21 KB  | Building Documents | Certificate of Compliance | Remainder of buiding works | ✕ |
| <input type="button" value="UPLOAD"/> <input type="text" value="Drop or paste files here"/> | --- Select One --- | --- Select One ---        |                            |   |

Note: You may select multiple documents to upload simultaneously.



The **Summary** page of the Crown – development application displays.



The action to *Record Building Certification* is completed and removed.

> Zoning information

There is currently no action required

**Status detail**

7. Click on **Building Certifications** tab to view submission.

The **Building Certifications** page displays with the submission and Record Building Certification no longer available.

8. Click on the **ID** number to view the submission.



**Submitted Building Certification Forms**

| Building Certification Submission ID | Building Certificates  | Building Works                                 | Building Classifications | Submitted Date | Submitted By |
|--------------------------------------|--|--|--------------------------|----------------|--------------|
| 42                                   | Remainder of works - Stage 3   | Remainder of works                             | 1A, 10B                  | 25/02/2026     | TEST Three   |
| 41                                   | Building 1 with 3 dwellings - stage 1, Building 2 with 3 dwellings - stage 2 | Single storey building, Single storey building | 1A, 10A, 1B              | 24/02/2026     | User Two     |

The action to Record Building Certification(s) is completed and removed from **Pending Your Action** listing.

| APPLICATIONS IN PROGRESS  |  |                              |                       | PENDING YOUR ACTION                                |                |          |                     |
|---|--|------------------------------|-----------------------|--|----------------|----------|---------------------|
| <input type="text" value="Search Tasks"/> <input type="button" value="SEARCH"/> |  | RELEVANT AUTHORITY   Any     |                       | ACTION REQUIRED   Record Building Certification(s) |                |          |                     |
| DATE REQUESTED   Any - Any  |  | DUE DATE   Any - Any         |                       |  |                |          |                     |
| Application ID  | Owner                                      | Location                     | Relevant Authority    | Action Required                                    | Date Requested | Due Date | Task Days Remaining |
| 23002277  | Department of Infrastructure and Transport | 83 PIRIE ST ADELAIDE SA 5000 | Minister for Planning | Record Building Certification(s)                   | 24/02/2026     | -        |                     |

[Help for this page](#)

On document upload submission an email *Building Certification has been submitted for Development Application* is received by the applicants.



Building Certification has been submitted for Development Application 26000565.

Regards,  
 Planning and Land Use Services  
 Department for Trade and Investment  
 1800 752 664

## Subsequent task distributed to submit building certifications

The relevant authority (the Minister for Planning) may initiate a subsequent task requiring the submission of building certifications. Applicants will receive an email advising that building certification is required for their development application.

Upon receipt of the email complete the following instructions.

- [Locating the Record Building Certifications Form](#)
- [Complete the Building Certification Form](#)

Building Certification is required for Development Application

26000565

Applicant: Penny Public and Department of ...

Address: 212 EAST TCE ADELAIDE SA 5000



Prior to commencement of construction, building certification must be submitted for Development Application 26000565. Separate certifications can be provided for each stage of works.

Click to [Record Building Certifications](#)

Regards,  
Planning and Land Use Services  
Department for Trade and Investment  
1800 752 664

## Record building certification task closed

Should a request be issued by mistake or need to be withdrawn for any reason, the relevant authority can close the 'Record Building Certification' task. Closing the task removes the **Record Building Certification** button from the development application Building Certifications page and removes the task from your Pending Your Action list.

An email *Record building certification task for development application has been closed* is sent to the applicant, including the closure reason.

Record Building Certification task for Development Application

26000565 has been closed

Applicant: Penny Public and Department of ...

Address: 212 EAST TCE ADELAIDE SA 5000



The task to record Building Certification for Development Application 26000565 has been closed.

Reason: Requested in error.

Regards,  
Planning and Land Use Services  
Department for Trade and Investment  
1800 752 664

For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**

Department for Housing  
and Urban Development