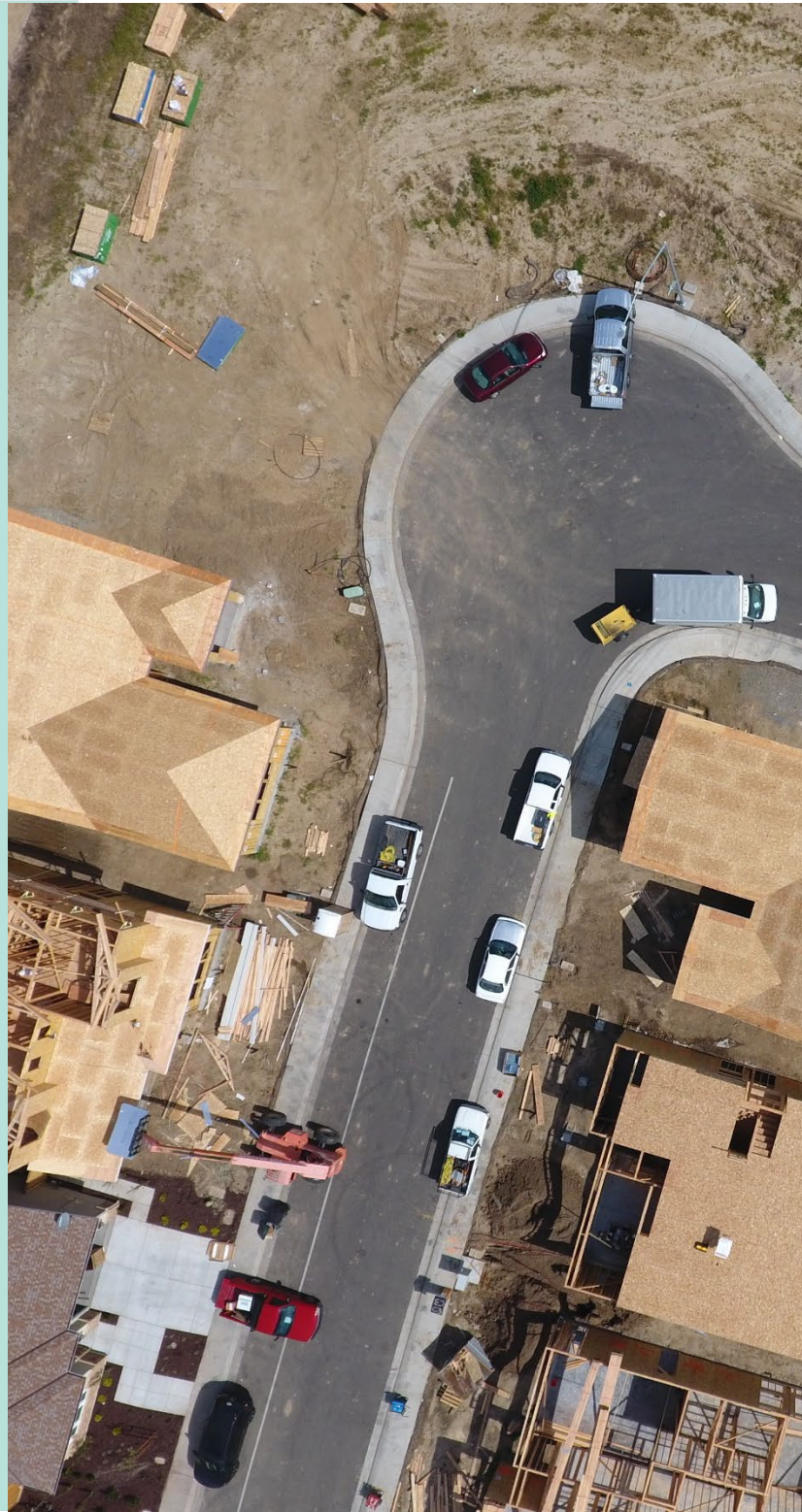


Guide for Relevant Authorities

Certificate of Occupancy

Issue a Decision for a Certificate of Occupancy Application

Version 1.7



Government of South Australia

Department for Housing
and Urban Development

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Associated Guides

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 how to record the 'inspection outcome'.

2 Validate Certificate of Occupancy Application

Refer to this guide for instructions on how to verify a valid application for a Certificate of Occupancy when 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 how to revoke an issued Certificate of Occupancy.

5 Process an Appeal

Refer to the guide for instructions on receiving and processing an appeal from an applicant in relation to Certificate of Occupancy conditions, regarding process, refusal or other reasons.

Issue a Decision for the Certificate of Occupancy Application

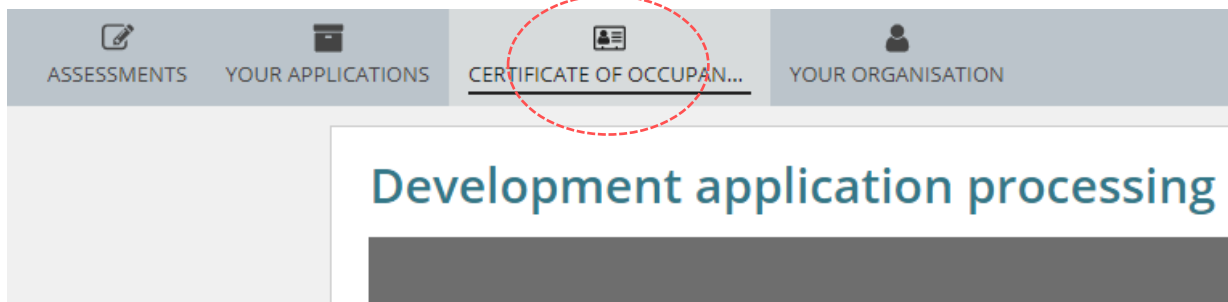
On payment of the application Fee Advice and/or the Fire Report provided (as applicable), an email notification is sent advising that a decision is required for the Certificate of Occupancy (CoO).

Timeframe to complete: 5 working days.

1. Locate the Certificate of Occupancy 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.

1. Click on **Certificate of Occupancy** option from your dashboard.



2. Click on Certificate ID number of application with a status of 'Awaiting Decision'.

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	Awaiting Decision	🕒 3

2. Add Performance Solutions and Variances

The uploading of Performance Solutions / Variances documentation is performed during the granting of building rules consent and can be accessed from the Documents store for reference.

1. Click on **Performance Solutions/Variances**.
2. Click **Edit Performance Solutions ...** to enable the 'add' options.

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplian@gmail.com Phone: 08 8366 9222
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Add a Performance solution

3. Click **Add another performance solution**.

Performance Solutions / Variances

If the constructed building (or part of the building) covered by this certificate of occupancy included any performance solutions or variances as part of the Building Consent or any subsequent variation of development approval, please list them below. Note: all matters at variance with the Building Rules must be approved in accordance with section 118 of the Act.

4. Provide a title / heading of the **Performance Solution**.
5. Tick the **Add Notes** box to provide more detail.
6. To add multiple performance solutions, repeat the steps or select **Submit** to save and complete.

Add a Variance

- Click on **Add another variance**.

Variances
▼


Add another variance

There are no variances recorded yet

- Provide a title / heading of the **Variance**.
- Tick the **Add Notes** box to provide more detail.
- To add multiple variances, repeat the steps or select **Submit** to save and complete.

Variances
▼

Add another variance

Variance 1 * 

Enter variance details.

Add notes

On completion, the entered performance solution/s and variance/s are displayed. To make further additions and/or edits use the **Edit Performance Solutions** option and repeat steps 1 to 10.

Certificate of Occupancy: 90

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< Development application 21002933

Performance Solutions / Variances

If the constructed building (or part of the building) covered by this certificate of occupancy included any performance solutions or variances as part of the Building Consent or any subsequent variation of development approval, please list them below. Note: all matters at variance with the Building Rules must be approved in accordance with section 118 of the Act.

Performance Solutions
▼

Performance Solution 1

Insulation

Notes

Enter the details of the performance solutions

Variances
▼

Variance 1

Enter the variance

Notes

enter details of the variance

3. Add Limitations and Conditions

1. Click on **Limitations/Conditions**.
2. Click **Edit Limitations / Conditions** to enable the 'add' options.

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

Summary Documents Checklist Fees Performance Solutions/Variations **Limitations/Conditions** Clocks Decision Building Notifications Inspection Related Actions

< Development application 23000968 [Help for this section](#)

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplian@gmail.com Phone: 08 8366 9222
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3. Click **Add another Limitation/Condition**.

< Development application 23000968 [Help for this section](#)

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplian@gmail.com Phone: 08 8366 9222
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Limitations / Conditions

If the constructed building (or part of a building) covered by this certificate of occupancy is subject to any limitations or conditions, please specify them below.

Limitation/Conditions

[Add another limitation/condition](#)

There are no limitation/conditions recorded yet

4. Provide a title / heading of the **Limitation/Condition**.
5. Tick the **Add Notes** box to provide more detail and/or include reference to a document being uploaded in support of the limitation / condition.
6. To add multiple limitations/conditions, repeat the steps or select **Submit** to save and complete.

Limitation/Conditions

[Add another limitation/condition](#)

Limitation/Condition 1 *

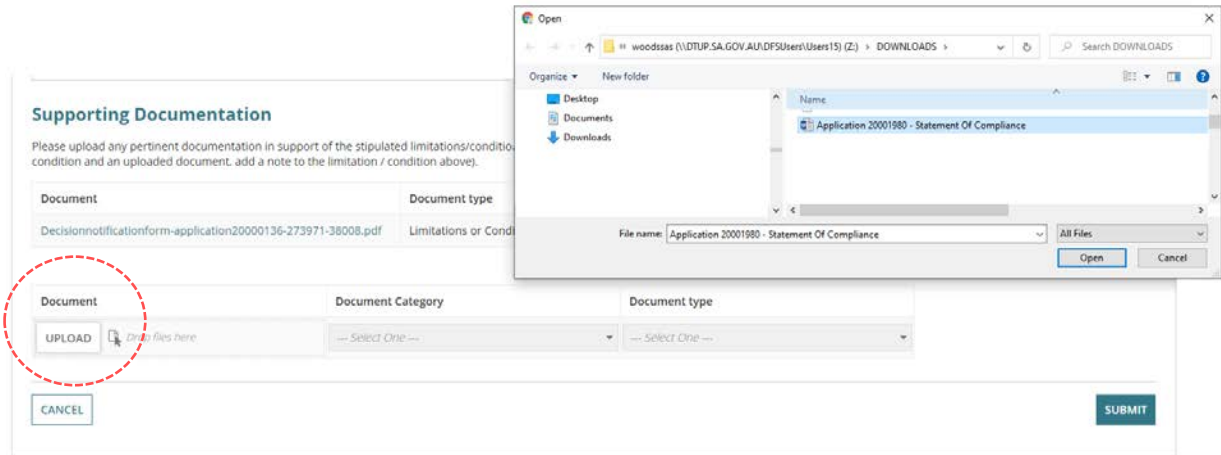
Limitation details.

Add notes

Add a note as required

Upload Supporting Documentation

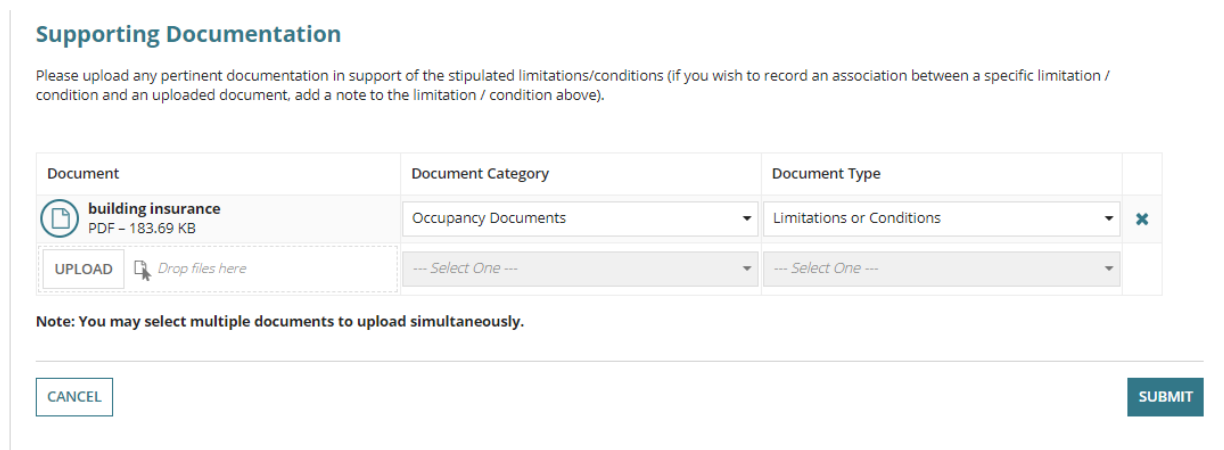
- Click on **Upload** to locate the document and open to attach or drag-and-drop into the upload field.



- Categorise the upload document selecting the Category 'Occupancy Documents' and Type 'Limitations or Conditions'.
- To upload multiple documents, repeat steps 7 and 8 until complete.

Note: uploaded supporting documentation is available from the **Documents** store and not within the supporting documentation table.

- Select **Submit** to save and complete.



On completion, the entered Limitation/Condition are displayed.

To make further additions and/or edits use the **Edit Limitation/Conditions** option and repeat steps 1 to 10.

4. Resolve building notifications with no inspection decision

Before a decision can be made, the 'Completion of Building Work' must have an inspection decision (Yes or No) recorded and when inspected must have a successful inspection outcome.

When council have not inspected a message is shown on the **Decision** page.



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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks **Decision**

< Development application 23000968

Certificate ID	Building Address	Building/Building Work	Building Class
1214	1C WILLIAM ST TRANMERE SA 5073	surgery office and rehabilitation	5

The following items must be actioned before a decision can be granted:

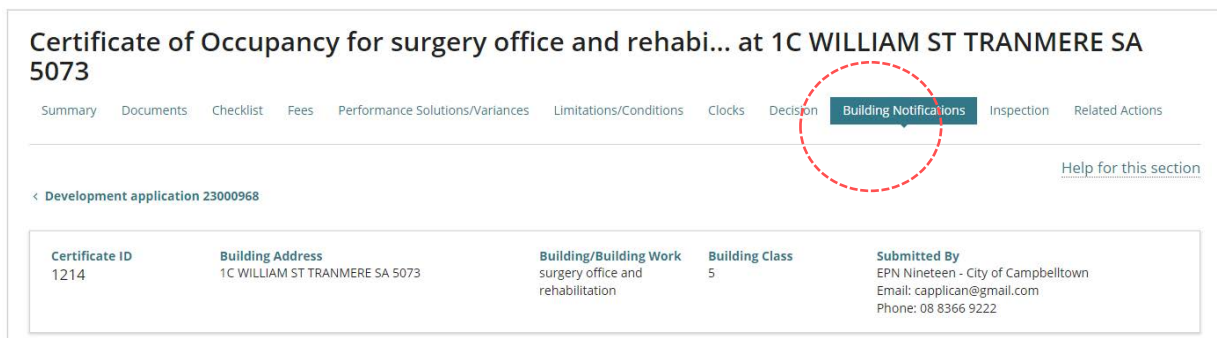
The outcome of the inspection for the Completion of the building work must be recorded.

One or more notifications for the completion of the building work have been received but it hasn't been determined whether the inspection is occurring or not. Please contact the Local Government Authority responsible for the inspections.

To resolve the outstanding inspection decisions councils will complete [Action a building notification | PlanSA](#) instructions, and when an inspection is required they will complete [Record an inspection outcome | PlanSA](#) instructions.

Complete the following steps to view building notifications with outstanding inspection decisions.

1. Click **Building Notifications** tab.



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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision **Building Notifications** Inspection Related Actions

< Development application 23000968 [Help for this section](#)

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: capplcan@gmail.com Phone: 08 8366 9222

The **Building Notifications** page shows the building/building work required notifications.

2. Identify the building notifications that do not have a **Yes** or **No** showing in the **To be Inspected?** Column.

When the authority issuing the Certificate of Occupancy (CoO) is:

- **Council** then make an inspection decision for each building notification following the [Record an inspection outcome | PlanSA](#) instructions.

Councils will have edit access to the building notifications to make an inspection decision and record inspection outcome for the completion of building work notification (as applicable).

- **Accredited professional** issuing the CoO, then contact the council and provide the building notifications missing an inspection decision.

Noting, to proceed with issuing the CoO the 'Completion of building work' notification must have a 'satisfactory' inspection outcome recorded.

Building Notifications
STATEMENT OF COMPLIANCE FORM

Click on a notification to see further information, view received documents and edit inspections.

Building Consent

Building or building work: surgery office and rehabilitation

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	EPN Nineteen - 18 Sept 2024 8:04 AM	3 Jul 2023	No	
Completion of framing	EPN Nineteen - 3 Aug 2023 8:37 AM	3 Aug 2023	Yes	
Completion of Building work	EPN Nineteen - 3 Aug 2023 8:49 AM	3 Aug 2023	Yes	Record Inspection Outcome

[Submit Mandatory Building Notification](#)

5. View building notification(s) with a pending inspection

Before a decision can be made, an inspection for the completion of building work is required with a satisfactory outcome.

When an inspection outcome has not been recorded a warning message is shown on the **Decision** page advising an inspection outcome for the 'completion of building work' is required before a decision can be made.

Certificate of Occupancy for surgery office and rehabi... at 1C W 5073

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Certificate ID	Building Address	Building/Building Work	Building Class
1214	1C WILLIAM ST TRANMERE SA 5073	surgery office and rehabilitation	5

The following items must be actioned before a decision can be granted:

The outcome of the inspection for the Completion of the building work must be recorded.

From the Inspections screen check for 'pending' inspections prior to issuing the Certificate of Occupancy and to view 'completed' inspections.

1. Click **Inspection** tab.
2. Check **Pending** inspections table for inspections without an inspection outcome.

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

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Inspections

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: capplian@gmail.com Phone: 08 8366 9222

> Draft

▼ Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
23000968	1751	surgery office and rehabilitation	5	Completion of Building work	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	Inspection Pending	Building Inspection		

3. Check the **Completed** inspections for unsatisfactory outcomes with rectification notifications not yet submitted or submitted with either satisfactory or unsatisfactory outcomes.
4. Check the **Inspection Documents**.

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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision Building Notifications **Inspection** Related Actions

Inspections

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplcan@gmail.com Phone: 08 8366 9222
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> Draft

▼ Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
23000968	1751	surgery office and rehabilitation	5	Completion of Building work	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	Inspection Pending	Building Inspection		

▼ Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
23000968	1026	surgery office and rehabilitation	5	Completion of framing	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	07-Aug-2023	Satisfactory	Building Inspection	

> Inspection Documents

Review the inspection outcome

5. Right-click mouse on **Inspection ID** with a 'Satisfactory' or 'Unsatisfactory' outcome and option 'Open link in a new tab'.

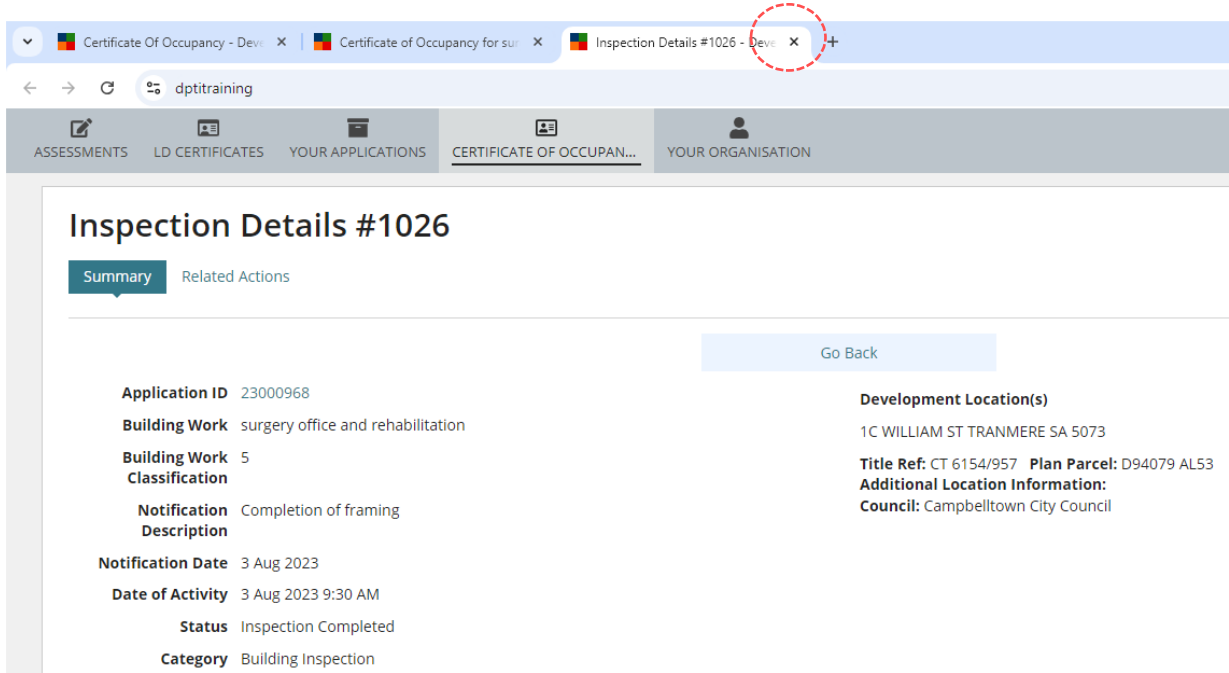
Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
23000968	1026	surgery office and rehabilitation	5	Completion of framing	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	07-Aug-2023	Satisfactory	Building Inspection	

The **Inspection Details** are shown and includes details of:

- Who performed the inspection,
- Elements inspected,
- Breaches, issues or faults,
- Notes, and
- Inspection documents (if applicable).

6. Close the **Inspection Details** browser tab.

Do not use the **Go Back** button, this will show the Inspections dashboard in a new browser tab.



The **Certificate of Occupancy – Inspections** screen shows.

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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision Building Notifications **Inspection** Related Actions

Inspections

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: capplcan@gmail.com Phone: 08 8366 9222

> Draft

▼ Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
23000968	1751	surgery office and rehabilitation	5	Completion of Building work	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	Inspection Pending	Building Inspection		

▼ Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Inspection Date	Outcome	Inspection Category	Who
23000968	1026	surgery office and rehabilitation	5	Completion of framing	1C WILLIAM ST TRANMERE SA 5073	03-Aug-2023	03-Aug-2023	07-Aug-2023	Satisfactory	Building Inspection	

> Inspection Documents

6. Issue the Decision

Before a decision can be made, an inspection for the completion of building work with a satisfactory outcome is required. Refer to [View Inspection Outcomes](#) for instructions on how to view required building notifications and pending/completed inspections.

On issuing the decision, an 'Issue' or 'Refuse' email is sent advising the Certificate of Occupancy (CoO) is available for printing or contains a reason for the refusing the application.

1. Click **Decision** tab and then **Record Decision**.

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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks **Decision** Building Notifications Inspection Related Actions

RECORD DECISION

Development application 23000968

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplcan@gmail.com Phone: 08 8366 9222
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Decision

Assessor	Decision	Decision Date	Reason	Actions
No decision has been recorded				

Issue Certificate

2. Choose 'Issue Certificate' from the decision drop-down menu.
3. Indicate the applicable **fire authority report** option/s (as applicable).
4. Select **Submit** to complete.

Decision

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplcan@gmail.com Phone: 08 8366 9222
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Decision for issuing a Certificate of Occupancy *

Issue certificate

A report has been received from the fire authority confirming 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

all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily

A report was not received by the fire authority within 15 business days of a request being made so it has been assumed that the fire authority did not desire to make a report.

CANCEL SUBMIT

Refuse Certificate

5. Choose 'Refuse Certificate' from the decision drop-down menu.
6. Indicate the applicable **fire authority report** option/s (as applicable).
7. Select **Submit** to complete.

Decision

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplcan@gmail.com Phone: 08 8366 9222
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Decision for issuing a Certificate of Occupancy *

Refuse certificate

Reason for refusal *

Provide a reason for the refusal to be included in email correspondence.

Please note that the reason entered here will be sent to the primary contact to explain why the application was refused

A report has been received from the fire authority confirming 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

all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily

A report was not received by the fire authority within 15 business days of a request being made so it has been assumed that the fire authority did not desire to make a report.

CANCEL SUBMIT

The decision is recorded and the REVOKE CERTIFICATE option shows.

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

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks **Decision** Building Notifications Inspection Related Actions

< Development application 23000968 Help for this section

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplcan@gmail.com Phone: 08 8366 9222
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Decision

Assessor	Decision	Decision Date	Reason	Actions
EPN Nineteen	Issued	18 Sept 2024	-	

7. Provide the Certificate of Occupancy

When the applicant’s preferred method of communication is post then download the Certificate of Occupancy from the Documents store.

1. Click on **Documents** tab.
2. Click on the Certificate of Occupancy **document link** to download.

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

Summary **Documents** Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision Building Notifications Inspection Related Actions

< Development application 23000968 [Help for this sect](#)

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Search by keyword

Search by Keyword
Search by Category
Search by Type

Where was the document uploaded?

Application
 Planning Consent
 Building Consent
 Development Approval

Additional document filters

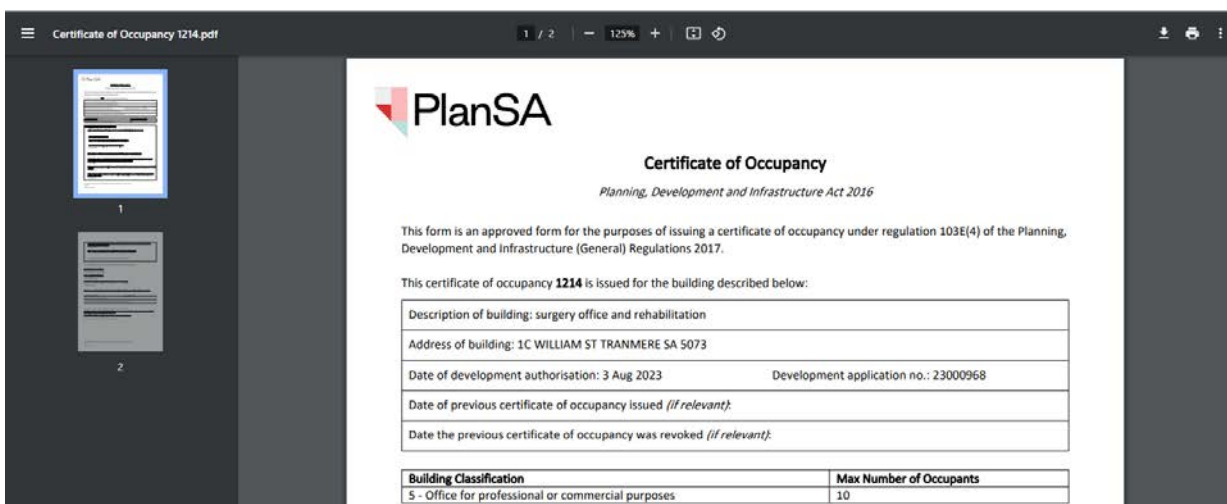
Decision Documents Other Documents
 P&D Code Rules Inspection
 Snapshots
 Invoices

Hidden by default

Superseded
 System Generated Emails

Document	Type	Description	Date Created	Superseded	Internal to Org	Visible to Applicant	Edit
<input type="checkbox"/> * Certificate of Occupancy 1214.pdf	Certificate of Occupancy		18 Sept 2024 8:41			<input checked="" type="checkbox"/>	

3. Click on **download** to open and print.
4. Print the Certificate of Occupancy and close the PDF when complete.



For more information visit
plan.sa.gov.au



Government of South Australia
Department for Housing
and Urban Development