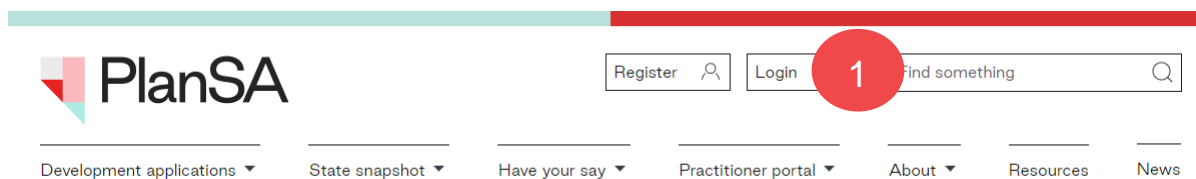


## Background

On receipt of the email 'Issued' or 'Reissued' Land Division Certificate, complete the following instructions to locate and print the certificate.



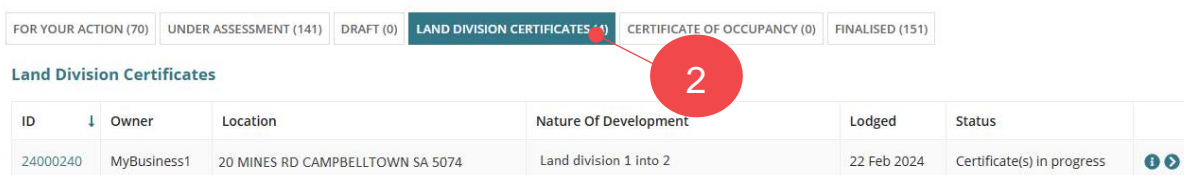
1. [Login to your Development Application account | PlanSA.](#)



## Locate Land Division Certificate

The Land Division Certification can be in one of the three locations.

2. **Your Applications - Land Division Certificate tab** only when staged and final stage not yet submitted. Else, [View the Land Division Certificate from the development application Land Division tab.](#)



### 3. LD Certificates Dashboard and Completed tab

#### LD Certificates dashboard visibility

Is available only to volume applicants.

Application	Certificate	Applicant	Contact	Location	Date Status Changed	Status
24000240	1945	MyBusiness1	M Primary	20 MINES RD CAMPBELLTOWN SA 5074	15 Nov 2024	Submitted

### 3. Development application and Land Division Certificate tab

Id	Re-issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions
1945	No	No	001	No	28 May 2024		Submitted	

### View the Land Division Certificate from the development application Land Division tab

1. Search for the development application.
2. Click on application ID to view.

FOR YOUR ACTION (1113) UNDER ASSESSMENT (2566) DRAFT (30) LAND DIVISION CERTIFICATES (96) CERTIFICATE OF OCCUPANCY (218) FINALISED (1280)

1 results for: "24000082"

ID	Owner	Location	Nature of Development	Relevant Authority	Lodged	Status
24000082	T Applicant	97A ARTHUR ST MAGILL SA 5072	land division	City of Campbelltown	19 Jan 2024	Development Approval Granted



# How to... View and print an issued Land Division Certificate

The **Development Application – Summary** page displays.

- Click on **Land Division** tab to view a list of Land Division Certificate applications.

The **Land Division Certificate** page displays with a record of the request now 'Issued' and when a re-issue the certificate originally issued is recorded as 'Superseded'.

Summary Documents **Land Division Certificates** Sharing access Operative Dates Related Actions

< Development application 24000082

3

Land Division Certificates for Planning and Land Division Consent

[Go to Development Approval](#) [Go to Planning and Land Division Consent](#)

Id ↑	Re-issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions
1826		Yes	001	No	19 Jan 2024		Submitted	
1827		Yes	002	Yes	19 Jan 2024		Superseded	
2247	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Reissue rejected	
2248	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Issued	Re-Issue

The original and/or re-issued Land Division Certificate record is updated in the Breakdown section with 'Yes' in the **Confirmed Land Division Details**.

Land Division Certificate Stage Breakdown

Id ↑	Certificate Stage Number	Number of Allotments	Range of Allotments	Reserved Area	Total area of Land to be divided	Balance Allotments	Confirmed Land Division Details
1826	001	2	2	2	2	-	No
1827	002	2	2	2	2	0	Yes
2247	002	2	2	2	2	-	No
2248	002	2	2	2	2	0	Yes

Consent Land Division Details

Land Division

Details	Value
Application Type	Community (Community division and community strata)
Number of existing allotments	2
Number of proposed allotments (excluding road and reserve)	2
Proposed reserve area (m <sup>2</sup> )	2
Area of land to be divided (m <sup>2</sup> )	2

- Click on ID of the issued or re-issued Land Division Certificate.

Summary Documents **Land Division Certificates** Sharing access Operative Dates Related Actions

< Development application 24000082

Land Division Certificates for Planning and Land Division Consent

[Go to Development Approval](#) [Go to Planning and Land Division Consent](#)

Id ↑	Re-issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions
1826		Yes	001	No	19 Jan 2024		Submitted	
1827		Yes	002	Yes	19 Jan 2024		Superseded	
2247	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Reissue rejected	
2248	1827	Yes	002	Yes	19 Nov 2024	3 Jun 2025	Issued	Re-Issue

4

The **Land Division Certificate** is displayed with options to 'request re-issue' or withdraw certificate'.

## Print Land Division Certificate

5. Click on **Documents** tab to view documents generated and uploaded during the issuing of the Land Division Certificate.

### Land Division Certificate: 2248 - Stage Number 002

[REQUEST RE-ISSUE](#) [WITHDRAW CERTIFICATE](#)

Summary Documents Clearance Requirements Fee Advices Related Actions

< Development application 24000082 **5**

Land Division Certificate Details			
Certificate Number	2248	Certificate Stage Number	002
Certificate Status	Issued	Development Number	170/C403/24
Application Number	24000082	Deposited Date	
Development Approval Number	7364	Deposited Plan Number	
Issuing Date	19 Nov 2024		
Issuing Officer	TestSCAP Planning Services		
Operative Period End Date	3 Jun 2025		

Issue Certificate Checklist	
All fees paid or waived?	Yes ✓
Is certificate consistent?	Yes ✓
Confirmed Land Division Details?	Yes ✓
Any outstanding clearance requirements?	No ✓

6. Click on the document name with type 'Land Division Certificate' to download the document.

### Land Division Certificate: 2248 - Stage Number 002

Summary Documents Clearance Requirements Fee Advices Related Actions

Search by keyword  
Search by Category  
Search by Type

Where was the document uploaded?  
 Application  
 Planning and Land Division Consent  
 Development Approval  
 Land Division Certificate

Additional document filters  
 Decision Documents  
 Snapshots  
 Invoices  
 Other Documents  
 Plans

Hidden by default  
 Superseded

Document	Type	Date Created
<input type="checkbox"/> LandDivisionCertificate-567436.docx <b>6</b>	Land Division Certificate	19 Nov 2024 12:07

7. The **Save As** window displays. Leave the default save location or select own folder location and then **Save** the document download location.

Your Applications - Developme x | Land Division Certificate: 2248 x | test.app.plan.sa.gov.au/suite/we x +

Document download started.

**7** Save As  
This PC > Downloads  
File name: LandDivisionCertificate-567436 (1)  
Save as type: Microsoft Word Document  
Save Cancel

How to...

## View and print an issued Land Division Certificate



8. The download shows in the top right corner of the browser or navigate to the saved folder location to open and print.

5

