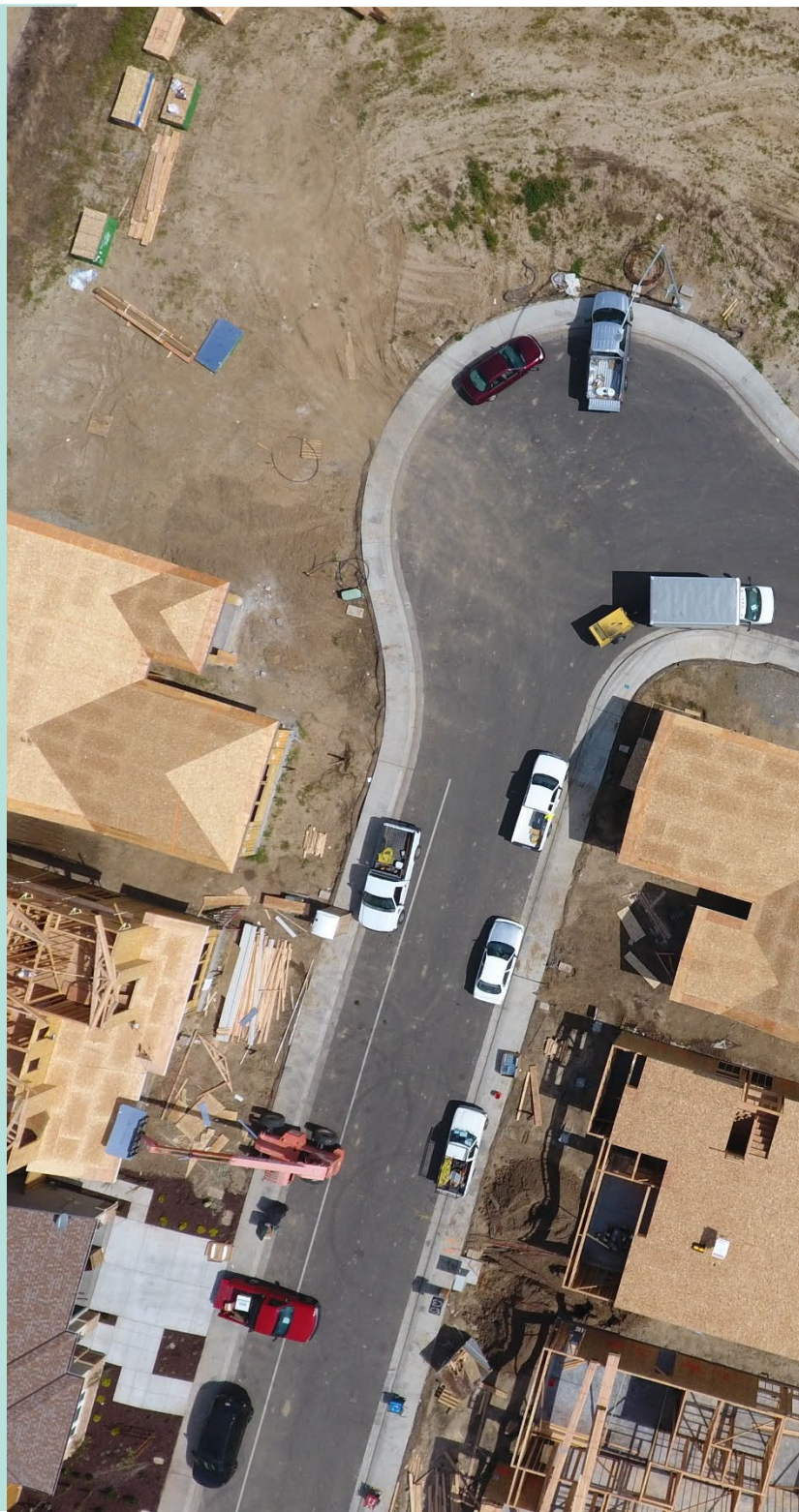Guide for Relevant Authorities

Certificate of Occupancy

Revoke an Issued Certificate of Occupancy

Version 1.3

Government of South Australia
Department for Trade and Investment

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Background

When is a Certificate of Occupancy required?

A Certificate of Occupancy (CoO) is required to commence the occupation or use of a new building or change of building use for the whole or any part of an existing building; applies to buildings classified as a 1b, 2 to 9.

More information on Building classifications | ABCB.

When is a Certificate of Occupancy not required?

A Certificate of Occupancy is not required for a building or building work classified as a:

- **Class 10**, non-habitable building or structure under the Building Code such as:
  - Private garage
  - Carport
  - Shed
  - Fence
  - Retaining or free-standing wall

- **Class 1a**, building where the application for building consent is lodged and verified within the SA planning portal before 1 October 2024.

  In the meantime, a person must not occupy a Class 1a building for which a Certificate of Occupancy is not required unless it meets the minimum standards for occupancy under regulation 103H(2).

Who will issue the Certificate of Occupancy?

A Certificate of Occupancy (CoO) will be issued by either the council or the building certifier. If you enter a contract with a licensed builder, you should discuss this issue with them and have your choice documented as part of the contract.

On completion of the building work, the building developer (or yourself as an owner-builder) will submit the last building notification to the relevant council or building certifier, including the completed Statement of Compliance.

The receipt of the Statement of Compliance will 'trigger' either the council or the building certifier to issue the Certificate of Occupancy.

What is the timeframe to appeal a 'refusal' decision?

The timeframe for issuing a CoO is five business days and 20 business days if a report from a fire authority is necessary (Class 1b, 2 to 9 buildings only, if applicable).

Associated Instructions

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 to verify a valid application for a Certificate of Occupancy 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 an Issued Certificate of Occupancy

Refer to this guide for instructions on revoking 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.

Revoke an Issue Certificate of Occupancy

The 'revoking' of an issued Certificate of Occupancy (CoO) can only be performed by a Local Government Authority (council) and after the applicant is sent an email advising the CoO has been revoked and the reason for revoking the certificate.

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. Login to the DAP system, if not already.

2. Click on **Certificate of Occupancy** option from your dashboard.
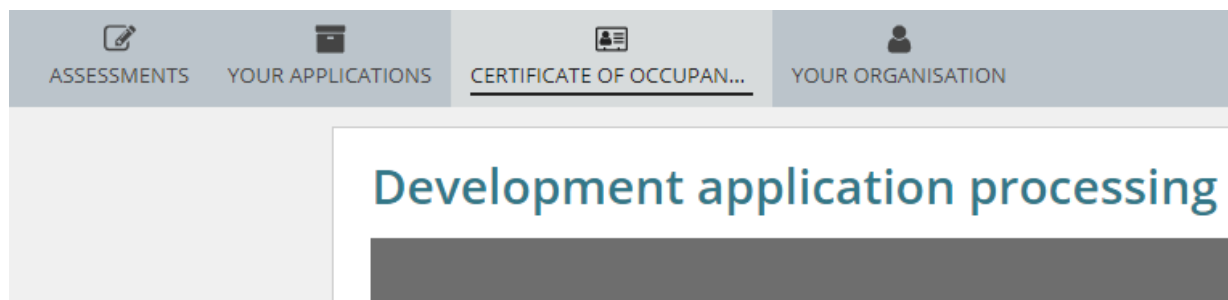
3. Click on **Completed** to view all issued CoO.

4. Locate the CoO and click on the Certificate **ID** number to open.

Revoke the Certificate of Occupancy

5. Click on **Decision** tab.

6. Click on **Revoke Certificate**.

7. Complete the **Revoke Certificate of Occupancy** screen (as outlined below) and click on **Submit** to complete the action.

- **Reason**: select the reason applicable.

- **Additional details**: is not mandatory unless 'Other' is selected as the reason, where additional details will need to be provided and included in the email notification.

- **Upload**: supporting documentation (as required).

The **Decision** screen displays with a record of the 'revoked' decision.

For more information visit
plan.sa.gov.au