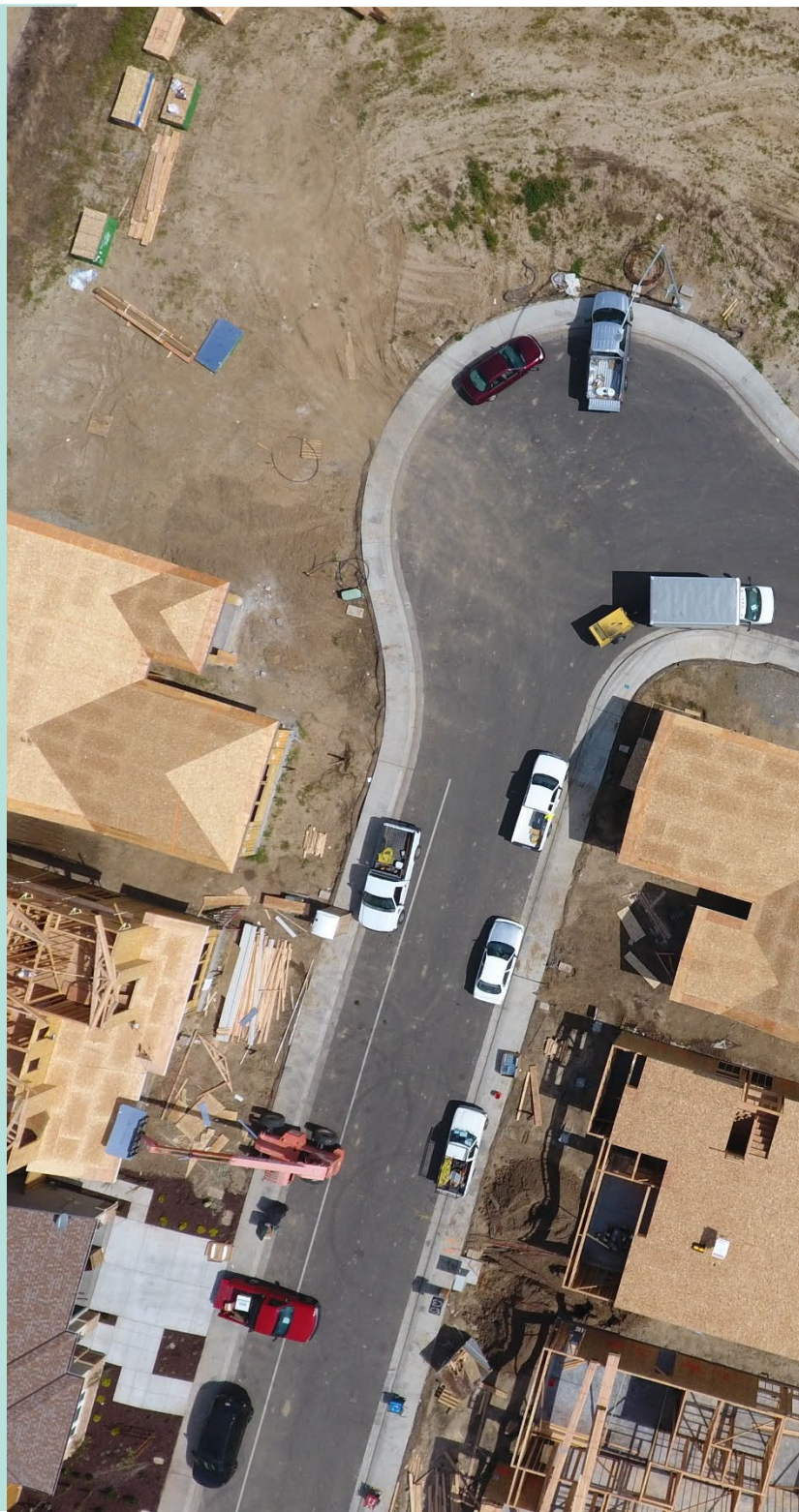


Guide for Relevant Authorities

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.

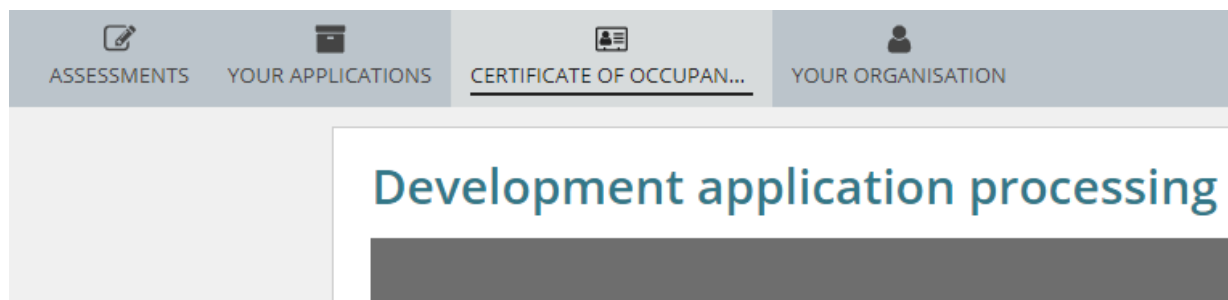
Revoke an Issue Certificate of Occupancy

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.

The screenshot shows the 'Completed' section of the DAP system. At the top, there is a search bar and a 'Help' link. Below this is a large banner with the text 'This is the TRAINING environment'. Underneath the banner, there are several tabs: 'FOR YOUR ACTION (3)', 'WAITING (0)', 'UNDER APPEAL (0)', 'REVOKED (0)', and 'COMPLETED (3)'. The 'COMPLETED (3)' tab is selected. Below the tabs is a table with the following data:

| Application ID | Certificate ID | Location | Building Work(s) | Initiated | Decision | Status |
|----------------|----------------|---|----------------------|-------------|-------------|---------|
| 20001190 | 21 | 227 CURRIE ST ADELAIDE SA 5000 | Accommodation, Hotel | 1 Dec 2020 | 21 Dec 2020 | Refused |
| 20001980 | 7 | LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731 | Dwelling | 23 Oct 2020 | 21 Dec 2020 | Issued |
| 20001980 | 5 | LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731 | Dwelling | 16 Oct 2020 | 30 Oct 2020 | Issued |

Revoke the Certificate of Occupancy

5. Click on **Decision** tab.
6. Click on **Revoke Certificate**.

Certificate of Occupancy: 5 REVOKE CERTIFICATE

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

[Help for this section](#)

< [Development application 20001980](#)

Decision

| Assessor | Decision | Decision Date | Reason | Actions |
|--------------|----------|---------------|--------|---------|
| Sascha Woods | Issued | 30 Oct 2020 | - | |

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.

Certificate of Occupancy: 5

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

[Help for this section](#)

< [Development application 20001980](#)

Decision

| Assessor | Decision | Decision Date | Reason | Actions |
|--------------|----------|---------------|--|---------------------------|
| Sascha Woods | Revoked | 21 Dec 2020 | not mandatory unless 'other' reason selected | More info |
| Sascha Woods | Issued | 30 Oct 2020 | - | |

Decision - 21 Dec 2020

Decision Revoked ✕

Reason Condition attached to development authorisation not met or has been contravened

Additional details
not mandatory unless 'other' reason selected

| Document | Document Type | Date Created |
|--------------------|---------------|--------------|
| No items available | | |

For more information visit
plan.sa.gov.au



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