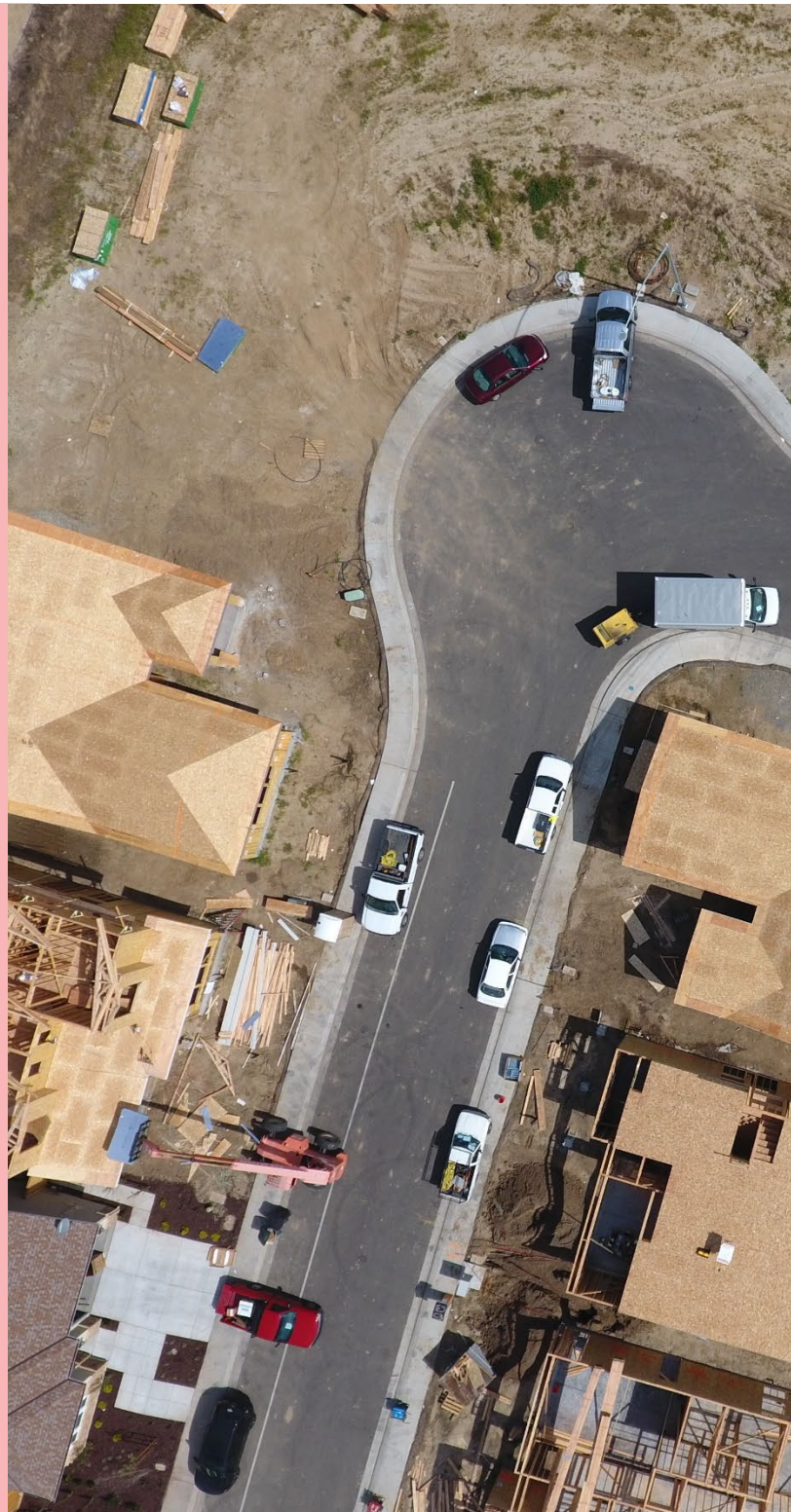


Guide for Applicants

Certificate of Occupancy

Upload Missing Documents & Fire Report

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 issue a Certificate of Occupancy decision?

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

Associated Guides

1 **Submit Building Notification**

Refer to the guide for instructions on how to submit mandatory building notification throughout the building works process. This includes submitting the 'completion of building work notification' and the 'Statement of Compliance' notifications; needed to issue a Certificate of Occupancy application.

2 **Submit Certificate of Occupancy Application**

Refer to this guide for instructions on how to submit a Certificate of Occupancy Application.

3 **Upload Missing Documentation and Fire Report**

Refer to this guide for instructions on uploading missing documentation requested by the issuing relevant authority during the validation of your Certificate of Occupancy Application, and instructions on uploading the Fire Report where your application validation identifies a 'Fire Report' is required.

4 **Pay the Certificate of Occupancy Fee - Online**

Refer to this guide for instructions on how to find the Fee Advice to view and/or print, make a credit card payment and find the Tax Invoice to view and/or print.

5 **Issued Certificate of Occupancy**

Refer to this guide for instructions on viewing the decision outcome and to download the Certificate of Occupancy.

6 **Initiate an Appeal**

Refer to the guide for information about lodging an appeal if you are not happy with a decision of the relevant authority in relation to the issuing of a Certificate of Occupancy.

1. Receive and View the Request for Documentation

During the validation of your Certificate of Occupancy (CoO) application when the relevant authority issuing your CoO identifies missing mandatory documentation you will be advised via email.

When your application is validated and a 'Fire Report' is required, you will receive a second email notification requesting to provide the fire report within 15 working days of the request.

Complete **3. Upload the Fire Report** within this guide.

View the request for documentation

1. Click on **Certificate of Occupancy Application** link within the email to view the request for documentation.
2. Login to the DAP (Development Application Processing) system (if not already) and the **Certificate of Occupancy Details** screen will display.

Certificate of Occupancy: 5

PROVIDE MANDATORY INFORMA...

Summary
Documents
Related Actions

< Development application 20001980

Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Mandatory Documentation		
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 15 Oct 2020		
Address of building	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731		
	Title Ref	Plan Parcel	Council
	CR 6188/97	H8339005E373	Pastoral Unincorporated Area
Description of building	single storey weather board, 3 bedroom, 1 bathroom house		
Certificate will be issued by	State Planning Commission		
Building / building work	Dwelling		
Building Classification(s)	Classification 1 1A - Detached house/ Fire separated attached dwelling		
Max number of Building Occupants			

Mandatory documentation details

Requested date	Requestor	Document/Details	Status
23 Oct 2020 8:10 AM	Sascha Woods	Download request document	Pending

- Go to the **Mandatory Documentation Details** table and click on **Download Request Document**; this letter lists the documentation you must provide.
- Click on **download** to view the letter on the screen.

Mandatory documentation details

Requested date	Requestor	Document/Details	Status
23 Oct 2020 8:10 AM	Sascha Woods	Download request document	Pending



- Under the opening sentence a list of the mandatory documentation that you must provide is provided.
- As required, **Print** the *Request for Mandatory Documentation* letter.



23/10/2020

Ms Penny Public
1 KING WILLIAM STREET
ADELAIDE SA 5000

REQUEST FOR MANDATORY DOCUMENTATION FOR A CERTIFICATE OF OCCUPANCY

Applicant: Penny Public
Certificate ID: 5
Development Application ID: 20001980
Subject Land:

Location reference: LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731

Title ref.: CR 6188/97 Plan Parcel: H833900 SE373 Council: PASTORAL UNINCORPORATED AREA

Dear Ms Public,

The Authority requires further mandatory documentation in order to progress your application for issuing a certificate of occupancy. This includes:

- Condition evidence
- Statement of Compliance

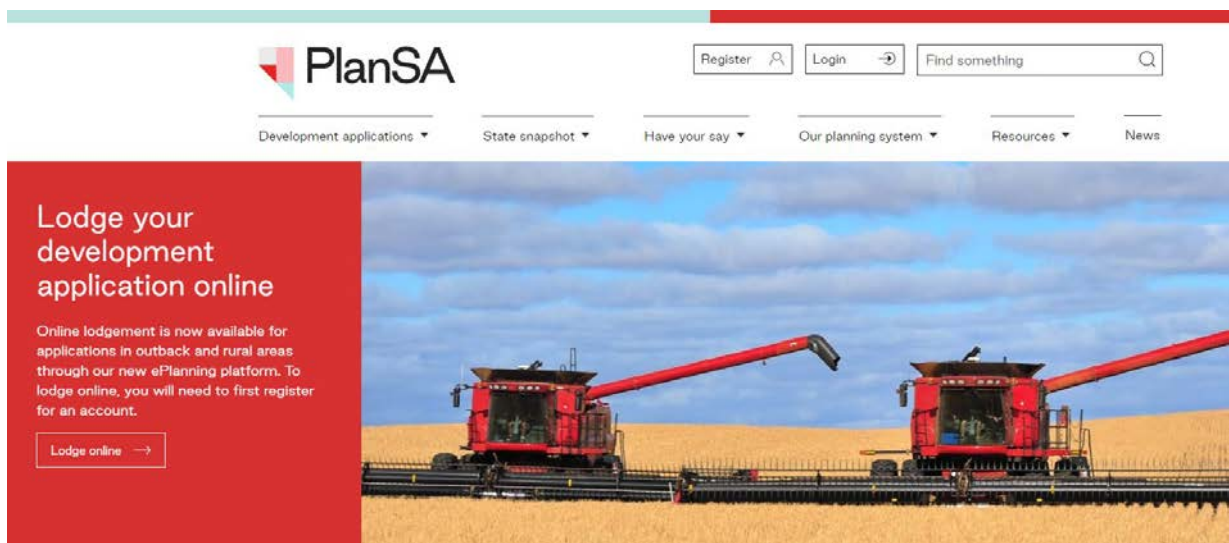
Please provide this documentation in a timely manner to enable the issuing of the certificate of occupancy.

If you have any difficulties in providing this document to us, or have any other questions regarding this process, please use the contact details below.

2. Upload Missing Documentation

On collating the mandatory documentation requested, save to a location on your computer for uploading into your Certificate of Occupancy application.

1. Open the PlanSA site and then Login.



Alternatively, return to the email notification and follow the **Certificate of Occupancy Application** link.

2. Login with your account details (if not already logged in).
3. Click on **Certificate of Occupancy** tab within Your Applications dashboard.
4. Click on certificate ID number to view.

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Decision	Status	Days
20001980	5	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731	Dwelling	16 Oct 2020		Awaiting Mandatory Documentation	📄 -

- Click on **Provide Mandatory Information** within the **Certificate of Occupancy Details** screen, to upload the documentation.

You will be taken directly to step 5 when you have followed the Certificate of Occupancy Application link within the email notification.



Certificate of Occupancy: 5 PROVIDE MANDATORY INFORMA...

Summary Documents Related Actions

Development application 20001980

Certificate of Occupancy Details

Certificate of Occupancy Status: Awaiting Mandatory Documentation

Consent(s) / Stage(s): Building Consent
Date of development authorisation: 15 Oct 2020

Address of building: LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731

Title Ref	Plan Parcel	Council
CR 6188/97	H8339005E373	Pastoral Unincorporated Area

- Click on **Upload** within the New Documents section and select the document from the folder location and **Open** to upload.

Alternatively, when multiple documents require to be uploaded, you can then drag and drop each document from the folder location into the 'Drop file here' area.

StatementOfCompliance-38007.docx

Decisionnotificationform-application20000136-273971-38710.pdf

RequestForMandatoryDocumentation-Application2000136-273971-38710.pdf

16 Oct 2020 15:13

16 Oct 2020 15:13

23 Oct 2020 8:11

7 items

New Documents

Document

UPLOAD Drop files here

CANCEL

SEND DOCUMENTS

Open

Downloads > DAP Building Assess

Application 20001980 - Statement Of Co... 24/08/2020 10:45 ... Microsoft Wo

Building Inspection Report 16/10/2020 8:11 AM Microsoft Wo

Checklist 4/12/2019 8:30 AM Microsoft Wo

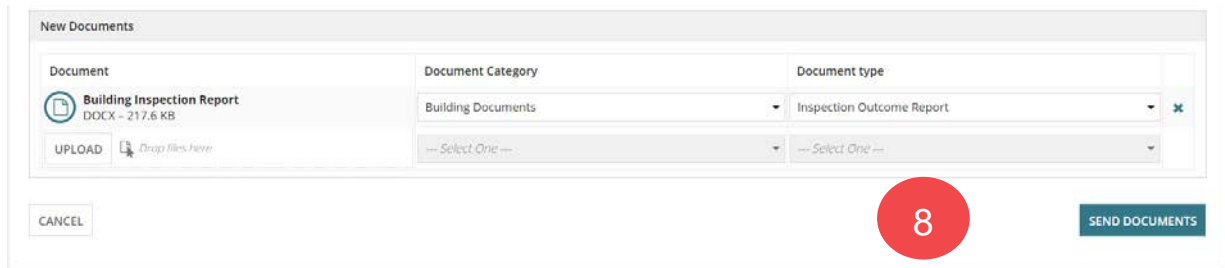
File name: Building Inspection Report All Files


Open Cancel


- Categorise the document selecting the applicable 'Category' and 'Type' and then repeat if you are uploading multiple documents.

- Select the **Building Documents** category when uploading 'Types' of documents such as Inspection Outcome Report or Statement of Compliance types of documents.
- Select the **Occupancy Documents** category when uploading 'Types' of documents such as Form 2 (Essential Safety Provision (ESPs)), limitations or evidence of conditions resolved/met.

8. Click on **Send Documents** to complete the action.



Document	Document Category	Document type
 Building Inspection Report DOCX - 217.6 KB	Building Documents	Inspection Outcome Report

UPLOAD  *Drop files here*

--- Select One ---

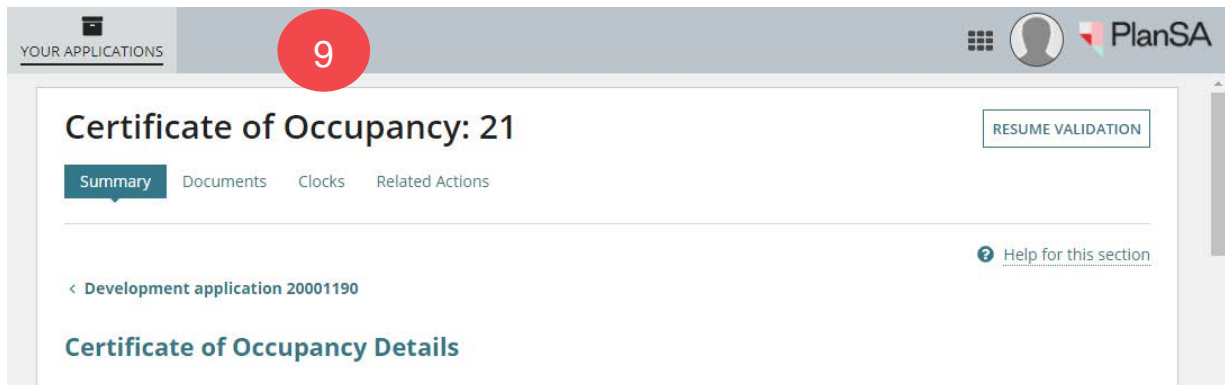
--- Select One ---

CANCEL 8 SEND DOCUMENTS

On sending the documents you are returned to the **Certificate of Occupancy Details** screen, where you will see the following updates:

- **Certificate of Occupancy Status** updated to 'Validation in Progress' and with the issuing relevant authority to complete the validation of your application.
- **Mandatory Documentation** status updated to 'Completed.'

9. Return to **Your Applications dashboard** or sign out of the DAP system.



YOUR APPLICATIONS 9 PlanSA

Certificate of Occupancy: 21

RESUME VALIDATION

Summary Documents Clocks Related Actions

< Development application 20001190

Help for this section

Certificate of Occupancy Details

3. Upload the Fire Report

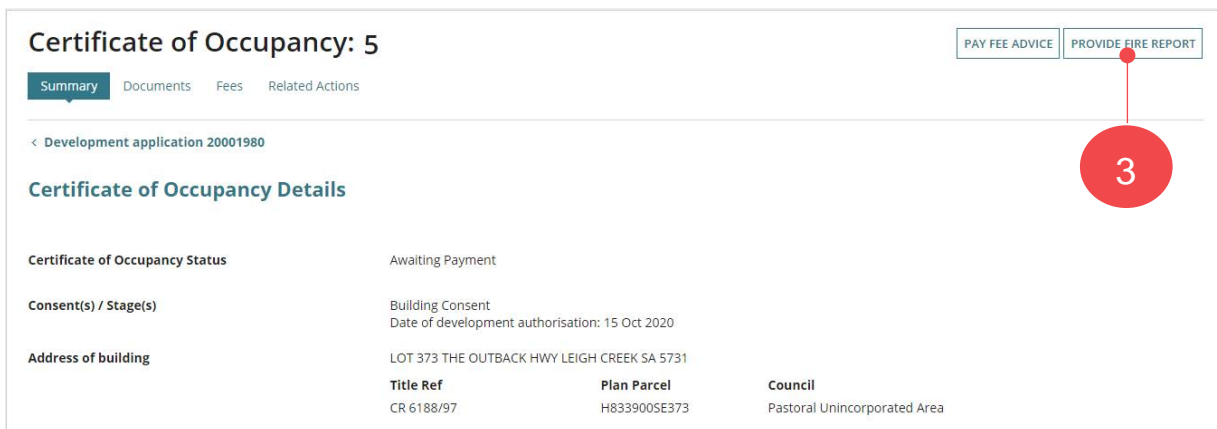
On validation of your Certificate of Occupancy (CoO) application, where the relevant authority issuing your CoO identifies that a 'Fire Report' is required and/or missing, you will receive an email notification and have 15 working days to provide the report.

Note: A *Fire Report* is not required for building class 1A – dwellings.

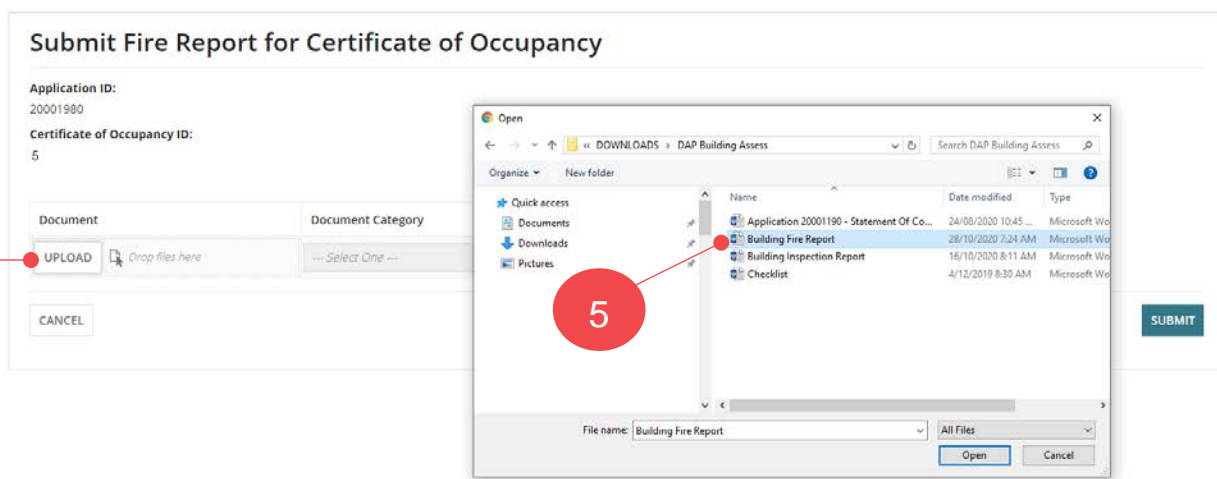
1. Click on the **Certificate of Occupancy Application** link within the email notification.
2. Login with your account details (if not already logged in).

The **Certificate of Occupancy Details** screen displays, with the **Provide Fire Report** option available.

3. Click on **Provide Fire Report** to upload the report.



4. Click on **Upload** to find the fire report and save to your computer.
5. Locate the fire report on your computer and select to upload or drag-and-drop into the upload field.



6. Categorise the upload fire report selecting **Category** 'Occupancy Documents' and **Type** 'Fire Report,' and then **Submit** to complete the action.

Document	Document Category	Document type	Date Created
Building Fire Report DOCX - 11.11 KB	Occupancy Documents	Fire Report	
UPLOAD	--- Select One ---	--- Select One ---	

CANCEL SUBMIT

The **Certificate of Occupancy Details** screen displays, with the status of the application updated to:

- **Awaiting Payment**, the action is with you to pay the application Fee Advice
- **Awaiting Decision**, the action is with the issuing relevant authority to decide.

Certificate of Occupancy: 5 PAY FEE ADVICE

Summary Documents Fees Related Actions

< Development application 20001980

Certificate of Occupancy Details

Certificate of Occupancy Status	Awaiting Payment						
Consent(s) / Stage(s)	Building Consent Date of development authorisation: 15 Oct 2020						
Address of building	LOT 373 THE OUTBACK HWY LEIGH CREEK SA 5731						
	<table> <tr> <td>Title Ref</td> <td>Plan Parcel</td> <td>Council</td> </tr> <tr> <td>CR 6188/97</td> <td>H833900SE373</td> <td>Pastoral Unincorporated Area</td> </tr> </table>	Title Ref	Plan Parcel	Council	CR 6188/97	H833900SE373	Pastoral Unincorporated Area
Title Ref	Plan Parcel	Council					
CR 6188/97	H833900SE373	Pastoral Unincorporated Area					

7. Return to **Your Applications dashboard** or sign out of the DAP system.

If the Certificate of Occupancy fee has not been paid the **Pay Fee Advice** option is available. The Fee Advice must be paid to progress the certificate.

For instructions on how to pay the Fee Advice refer to the **Pay the Certificate of Occupancy Fee – Online** guide available from PlanSA portal [Support Library](#) page.

For more information visit
plan.sa.gov.au



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