

How to...

Submit a request to withdraw a Land Division Certificate



Government of South Australia

Department for Housing
and Urban Development



Version 1.0

Overview

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A request to withdraw a Land Division Certificate can be performed following submission, whilst under assessment, when ready to be issued or once issued.

Included instructions

- [Locate Land Division Certificate](#)
- [Submit withdrawal application](#)
- [Withdrawal rejected](#)
- [Withdrawal accepted](#)

Locate Land Division Certificate

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

1. Your Applications - Land Division Certificate tab

Your applications

FOR YOUR ACTION (70) UNDER ASSESSMENT (141) DRAFT (0) **LAND DIVISION CERTIFICATES (4)** CERTIFICATE OF OCCUPANCY (0) FINALISED (151)

ID	Owner	Location	Nature Of Development	Lodged	Status
24000240	MyBusiness1	20 MINES RD CAMPBELLTOWN SA 5074	Land division 1 into 2	22 Feb 2024	Certificate(s) In progress

2. LD Certificates Dashboard

LD Certificates dashboard visibility

Is available only to volume applicants.

YOUR APPLICATIONS **LD CERTIFICATES** USER PROFILE

Your applications

SUBMITTED (7) UNDER ASSESSMENT (1) ON HOLD (1) READY TO ISSUE (1) COMPLETED (4) DEPOSITED (0)

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

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

< Development application 24000240

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
1945	No	No	001	No	28 May 2024		Submitted	

Submit withdrawal application

1. Click on Certificate ID to view.

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

< Development application 24000240

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
1945		No	001	No	28 May 2024		Submitted	

2. Click **WITHDRAW CERTIFICATE**.

Land Division Certificate: 1945 - Stage Number 001

RESPOND CLEARANCE REQ'S SUBMIT SURVEY PLANS **WITHDRAW CERTIFICATE**

Summary Documents Clearance Requirements Fee Advices Withdrawals Related Actions

Help for this section

< Development application 24000240

Land Division Certificate Details

Certificate Number	1945	Certificate Stage Number	001
Certificate Status	Submitted	Development Number	155/C405/24
Application Number	24000240	Deposited Date	
Development Approval Number	7485	Deposited Plan Number	
Issuing Date			
Issuing Officer			

Issue Certificate Checklist

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

Submission Details

How do you wish to proceed with your application?
Non-Staged Land Division Certificate Application

Land Division Details

Details	Value
Number of allotments	2
Range of allotments	
Reserve area (m ²)	1,313
Total Area (m ²)	1,212

Open Space Contribution

No details provided

3. Click **SUBMIT** to confirm the withdrawal.

Land Division Certificate: 1945 - Stage Number 001

Summary Documents Clearance Requirements Fee Advices Withdrawals **Related Actions**

Withdraw Land Division Certificate

Please confirm you wish to submit a withdrawal request for Land Division Certificate #1945

CANCEL **SUBMIT**

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4. Click **YES** to confirm the withdrawal or **NO** to close.

4

Are you sure you wish to submit a request to withdraw the Land Division Certificate?

5. A confirmation of the submission shows and **CONTINUE** to close.

Land Division Certificate: 1945 - Stage Number 001

Summary Documents Clearance Requirements Fee Advices Withdrawals **Related Actions**

Withdrawal Request for Land Division Certificate #1945 has been submitted

The **Land Division Certificate** shows, with a 'Pending withdrawal' status.

Land Division Certificate: 1945 - Stage Number 001

Summary Documents Clearance Requirements Fee Advices Withdrawals Related Actions

< Development application 24000240

Land Division Certificate Details		Issue Certificate Checklist	
Certificate Number	1945	All fees paid or waived?	No
Certificate Status	Pending withdrawal	Is certificate consistent?	No
Application Number	24000240	Confirmed Land Division Details?	No
Development Approval Number	7485	Any outstanding clearance requirements?	Yes
Issuing Date			
Issuing Officer			
Certificate Stage Number	001		
Development Number	155/C405/24		
Deposited Date			
Deposited Plan Number			

LD Certificates Dashboard

The application remains in tab the request to withdrawal was initiated, e.g. Submitted and with a 'Pending withdrawal' status.

YOUR APPLICATIONS LD CERTIFICATES USER PROFILE

Your applications

Start a new application Access an application submitted by someone else Submit mandatory building notification Submit building rectification notification Start a new CROWN application Batch Payment

SUBMITTED (7) UNDER ASSESSMENT (1) ON HOLD (1) READY TO ISSUE (1) COMPLETED (4) DEPOSITED (0)

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

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PlanSA
Version 1.0

An email is sent to the application applicants contact confirming the withdrawal request submission.

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Withdrawal Request Successfully Submitted – Land Division Certificate #1945
Applicant: MyBusiness1
Address: 20 MINES RD CAMPBELLTOWN SA 5074



This email is to advise that your request to withdraw Land Division Certificate 1945 for Development Application ID 24000240 has been submitted.

Please use the following links to go to the application or the certificate section.

View the [Development Application](#).

View the [Land Division Certificate](#).

Withdrawal rejected

When the application for withdrawal is rejected by PLUS Planning Services an email is received by the application applicants.



LD Certificates Dashboard

Volume applicants only

The application remains in tab the request to withdrawal was initiated, e.g. Submitted an updated status date (i.e. date the withdrawal application was not accepted) and the status at point of submitting the withdrawal is shown for example 'Submitted'.

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

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LD Certificates Dashboard

The application remains unchanged in the **Your Applications dashboard – Land Division Certificates** tab.

FOR YOUR ACTION (70)	UNDER ASSESSMENT (141)	DRAFT (0)	LAND DIVISION CERTIFICATES (4)	CERTIFICATE OF OCCUPANCY (0)	FINALISED (151)
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Land Division Certificates

ID	Owner	Location	Nature Of Development	Lodged	Status	
24000240	MyBusiness1	20 MINES RD CAMPBELLTOWN SA 5074	Land division 1 into 2	22 Feb 2024	Certificate(s) in progress	i ➔

Development application – Land Division Certificates

The **Land Division Certificate application** reflects the rejection of the withdrawal request with the application status reflecting the status prior to original status, for example 'Submitted'.

[Summary](#) [Documents](#) **[Land Division Certificates](#)** [Sharing access](#) [Operative Dates](#) [Related Actions](#)

< [Development application 24000240](#)

Land Division Certificates for Planning and Land Division Consent								
Id	Re-issue of	Staged?	Certificate Stage Number	Final Stage?	Submitted Date	Lapses	Status	Actions
1945		No	001	No	28 May 2024		Submitted	

Withdrawal accepted

When the application for withdrawal is accepted by PLUS Planning Services an email is received by the application applicants.



LD Certificates Dashboard

Volume applicants only

The application is moved to the COMPLETED tab with a status of 'Withdrawal accepted' and an updated status date (i.e. date the withdrawal application accepted).

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

How to...

Submit a request to withdraw a Land Division Certificate



Your Applications dashboard – Land Division Certificates

The application is removed from the Land Division Certificates.

FOR YOUR ACTION (71) UNDER ASSESSMENT (141) DRAFT (0) **LAND DIVISION CERTIFICATES (3)** CERTIFICATE OF OCCUPANCY (0) FINALISED (152)

Land Division Certificates

ID	Owner	Location	Nature Of Development	Lodged	Status	
24003036	P Public	21 ORBONA ST ROSTREVOR SA 5073, 21 ORBONA ST ROSTR...	Land division 2 into 5	3 Oct 2024	Certificate(s) in progress	i >
23002047	C Wong	18 SPARKS TCE ROSTREVOR SA 5073	Land division 1 into 2	5 Oct 2023	Certificate(s) in progress	i >
23002045	Real Property Developers	17 SPARKS TCE ROSTREVOR SA 5073	Land division 1 into 7	5 Oct 2023	Certificate(s) in progress	i >

Development application – Land Division Certificates

The **Land Division Certificate application** reflects the rejection of the withdrawal request with the application status reflecting the status prior to original status, for example 'Submitted'.

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

< Development application 24000240

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
1945		No	001	No	28 May 2024		Withdrawal accepted	

An Action to 'Apply for land division certificate for Planning and Land Division Consent' is available from the Development application – Summary tab.

Development application - 24000240: Mines Rd Campbelltown SA 5074

Summary Documents Land Division Certificates Sharing access Operative Dates Related Actions



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

Application Status: Development Approval Granted

Fees Outstanding: No

Development Location(s)

Elements selected

- Land division
 - Land division

> Submission details

> Planning Information

> Zoning information

Actions required

Apply for land division certificate for Planning and Land Division Consent

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Alternatively, the required action can be completed from the FOR YOUR ACTION tab and the application preview Status Detail.

- FOR YOUR ACTION (70)**
- UNDER ASSESSMENT (141)
- DRAFT (0)
- LAND DIVISION CERTIFICATES (4)
- CERTIFICATE OF OCCUPANCY (0)
- FINALISED (151)

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
24000240	MyBusiness1	20 MINES RD CAMPBELLTOWN SA 5074	Land Division 1 into 2	Assessment Manager at City of Campbelltown	22 Feb 2024	Development Approval Granted - Contains Land Division	 

- STATUS DETAIL**
- CONTACTS
- SUMMARY

Application 24000240

This application currently requires 1 action

Apply for land division certificate for Planning and Land Division Consent