

Submit to Withdraw Land Division Certificate

Issue Land Division Certificate of Approval

Instructional Guide for:

- Applicants



Version 2.0
17 July 2020



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Guide Overview

This Module guide includes **Software Version 1.5.36** features and functionality.

- Module 1: Introduction to PlanSA
- Module 2: Navigate the Planning Workflow
- Module 3: Manage Online Account
- Module 4: Submit a Development Application
- Module 5: Track a Development Application
- Module 6: Manage Team Workload
- Module 7: Verify Development Application (Planning, Land Division & Building)
- Module 8: Fee Payments
- Module 9: Assess Consent (Planning, Land Division & Building)
- Module 10: Public Notification
- Module 11: Request and Respond to Referrals (Internal and External)
- Module 12: Make Decision on the Assessed Consent
- Module 13: Variation to Development
- Module 14: Issue Development Approval
- Module 15: Appeals
- Module 16: Issue Land Division Certificate of Approval (CoA)**
- Module 17: Building Notification
- Module 18: Development Application Report, Section 7

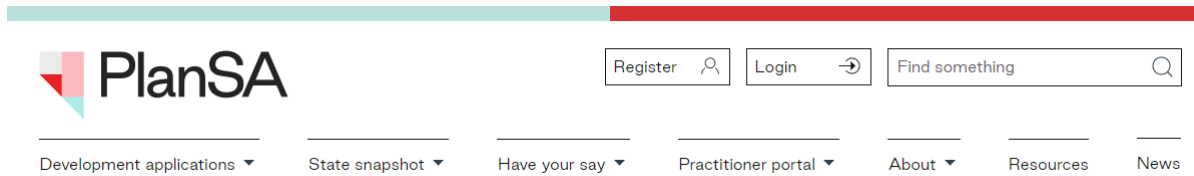


In addition to the Guide, there is a [video](#) available for **16.8 Withdraw Certificate Application** which includes demonstrations on how to:

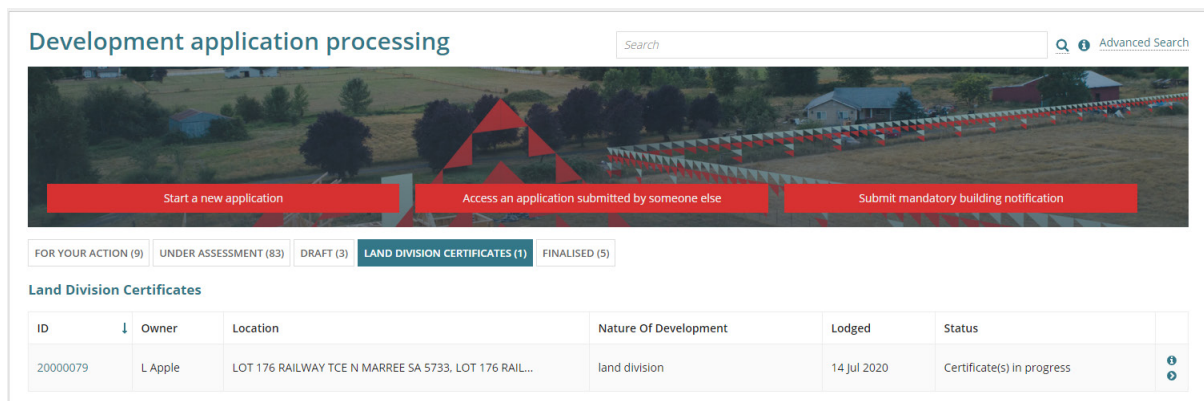
- 16.1 Submit an Application, and
- 16.9 Reissue a Certificate of Approval

16.8 Submit to Withdraw Land Division Certificate

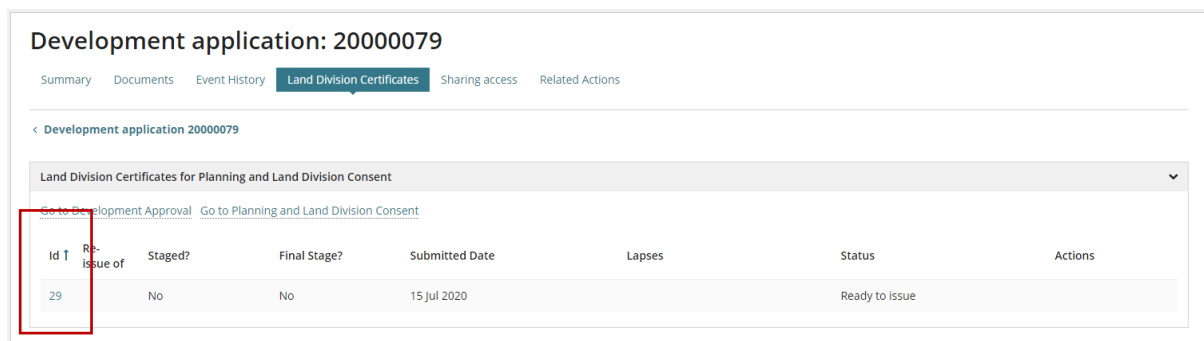
From PlanSA website, **login** to your online Development Application account.



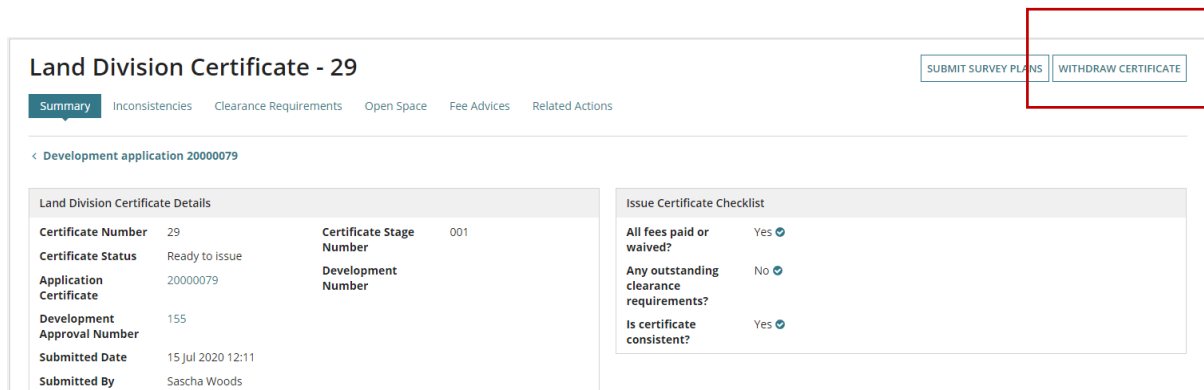
From **Your Application** dashboard go to **Land Division Certificates** to locate the Development Application and then click on the ID to open.



Select **Land Division Certificates** to view the certificate, and then click on the **Id** to open.



Select **Withdraw Certificate**.



Select **Submit** to confirm the withdrawal request.

Land Division Certificate - 29

Summary Inconsistencies Clearance Requirements Open Space Fee Advices **Related Actions**

Withdraw Land Division Certificate

Please confirm you wish to submit a withdrawal request for Land Division Certificate #29

CANCEL SUBMIT

Select **Yes** to confirm the withdrawal request or **No** to not proceed.

Land Division Certificate - 29

Summary Inconsistencies Clearance Requirements Open Space Fee Advices **Related Actions**

Withdraw Land Division Certificate

Please confirm you wish to submit a withdrawal request for Land Division Certificate #29

CANCEL SUBMIT

Are you sure you wish to submit a request to withdraw the Land Division Certificate?
NO YES

Select **Continue** to return to the **Summary** screen.

Land Division Certificate - 29

Summary Inconsistencies Clearance Requirements Open Space Fee Advices **Related Actions**

Withdrawal Request for Land Division Certificate #29 has been submitted

CONTINUE

The **Certificate Status** updates to 'Pending Withdrawal'.

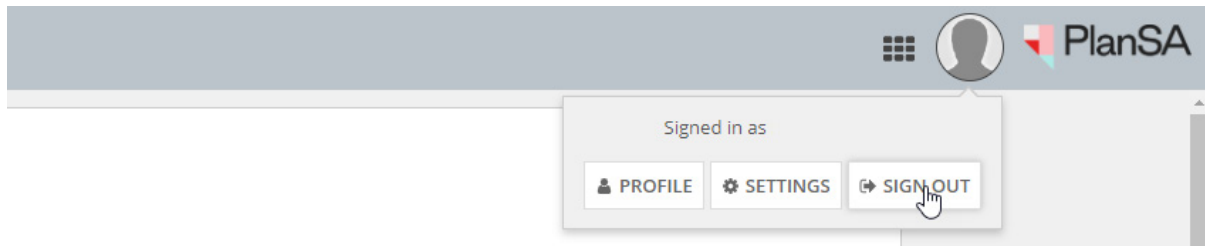
Land Division Certificate - 29

Summary Inconsistencies Clearance Requirements Open Space Fee Advices Withdrawals Related Actions

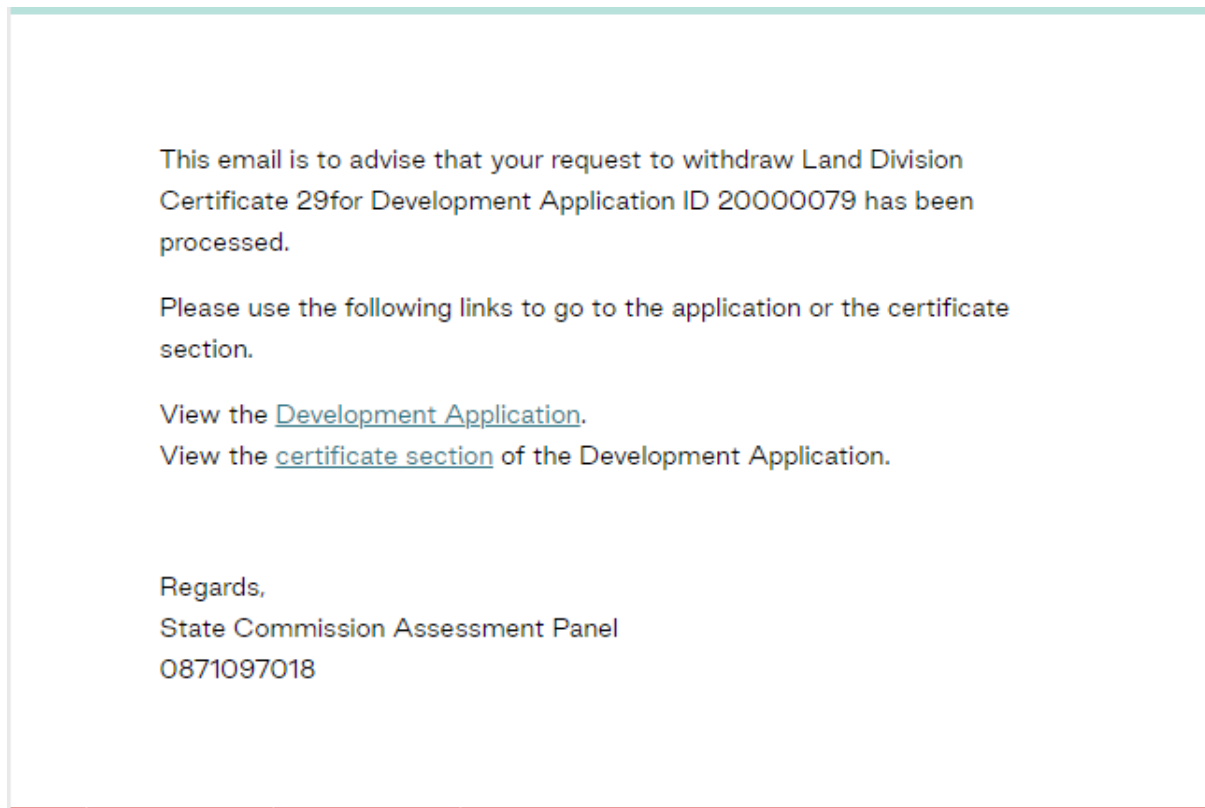
< Development application 20000079

Land Division Certificate Details		Issue Certificate Checklist	
Certificate Number	29	All fees paid or waived?	Yes <input checked="" type="checkbox"/>
Certificate Status	Pending withdrawal	Any outstanding clearance requirements?	No <input checked="" type="checkbox"/>
Application Certificate	20000079	Is certificate consistent?	Yes <input checked="" type="checkbox"/>
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha Woods		
Certificate Stage Number	001		
Development Number			

Sign-out of the online account and wait for the withdraw confirmation.



You will receive an email notification advising the withdrawal of the Land Division Certificate has been processed.



For more information visit
plan.sa.gov.au



Government of South Australia
Attorney-General's Department