

Request Reissue of 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 **16.9 Reissue a Certificate of Approval** which includes demonstrations on how to:

- 16.1 Submit an Application, and
- 16.8 Withdraw Certificate Application

16.9 Request Reissue of Land Division Certificate

A reissue request maybe required when plans have been amended, Land Division Certificate lapsed or about to lapse, or Land Tiles Office (LTO) requisition.

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



From **Your Applications** dashboard search for the Development Application using the ID number, or locate within the **Finalised** list.

Click on **ID** number of the Development Application to open.

ID	Owner	Location	Nature Of Development	Issued	Status
20000447	P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TC...	Trailer Park	9 Jul 2020	Development Approval granted
20000380	S Woods	LOT 141 RAILWAY TCE S MARREE SA 5733, LOT 141 RAIL...	multi complex tourist accomodation		Development Approval granted
20000331	P Public	LOT 11 EAST TCE PARACHILNA SA 5730, LOT 11 EAST TC...	house and shed		Withdrawn
20000306	J Smith	4 MAGPIE DR TAILM BEND SA 5259	House and shed		Development Approval granted
20000079	L Apple	LOT 176 RAILWAY TCE N MARREE SA 5733, LOT 176 RAIL...	land division	14 Jul 2020	Development Approval granted
20000029	J Bloggs	23 CHURCH ST TUMBY BAY SA 5605	New two storey, 4 bedroom house with double garage under main roof		Withdrawn

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

Development location(s)
 LOT 176 RAILWAY TCE N MARREE SA 5733
Title ref CT 5662/890 **Plan parcel** T833101 AL177 **Council** Pastoral Unincorporated Area
 LOT 176 RAILWAY TCE N MARREE SA 5733
Title ref CT 5662/890 **Plan parcel** T833101 AL176 **Council** Pastoral Unincorporated Area

Click on **Re-issue** within the certificate record.

Development application: 20000079

Summary Documents Event History **Land Division Certificates** Sharing access Related Actions

< Development application 20000079

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?	Final Stage?	Submitted Date	Lapses	Status	Actions
29	No	No	No	15 Jul 2020	17 Jul 2021	Issued	Re-Issue

Complete the **Re-issue** fields and **Upload** supporting document(s).

Re-Issue Land Division Certificate

Application ID: 20000079

Land Division Certificate ID: 29

Re-Issue Reasons *

Land Division Certificate Lapsed/About to Lapse

Reissue Reason Description *

enter your reason

Attachments

Please ensure you upload a document in support of this submission

Document Category

Document

UPLOAD Drop files here

--- Select One ---

CANCEL

SUBMIT

Categorise the document(s) and then **Submit** to send request to State Commission Assessment Panel (SCAP) Planning Services to action the request.

Attachments

Please ensure you upload a document in support of this submission

Document	Document Category	Document type
Survey Plan DOCX - 611.69 KB	Plans	Survey Plan
UPLOAD Drop files here	--- Select One ---	--- Select One ---

CANCEL

SUBMIT

A confirmation message advises the reissue request submitted, and a New Land Division Certificate Application ID number is generated. Select **Home** to return the Land Division Certificates screen.

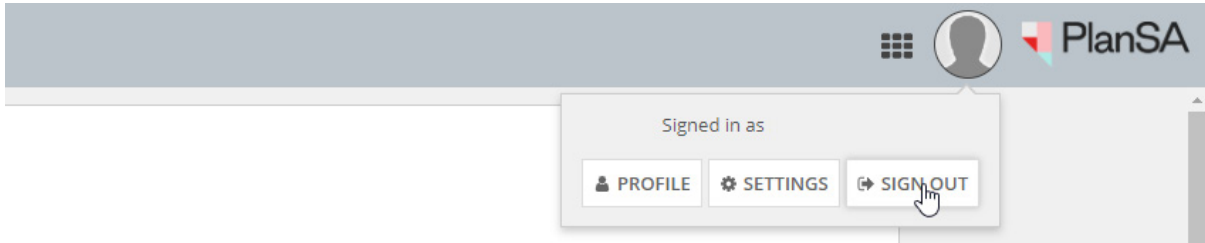
Re-Issue Land Division Certificate

Application to Re-issue Land Division Certificate #29 has been submitted.

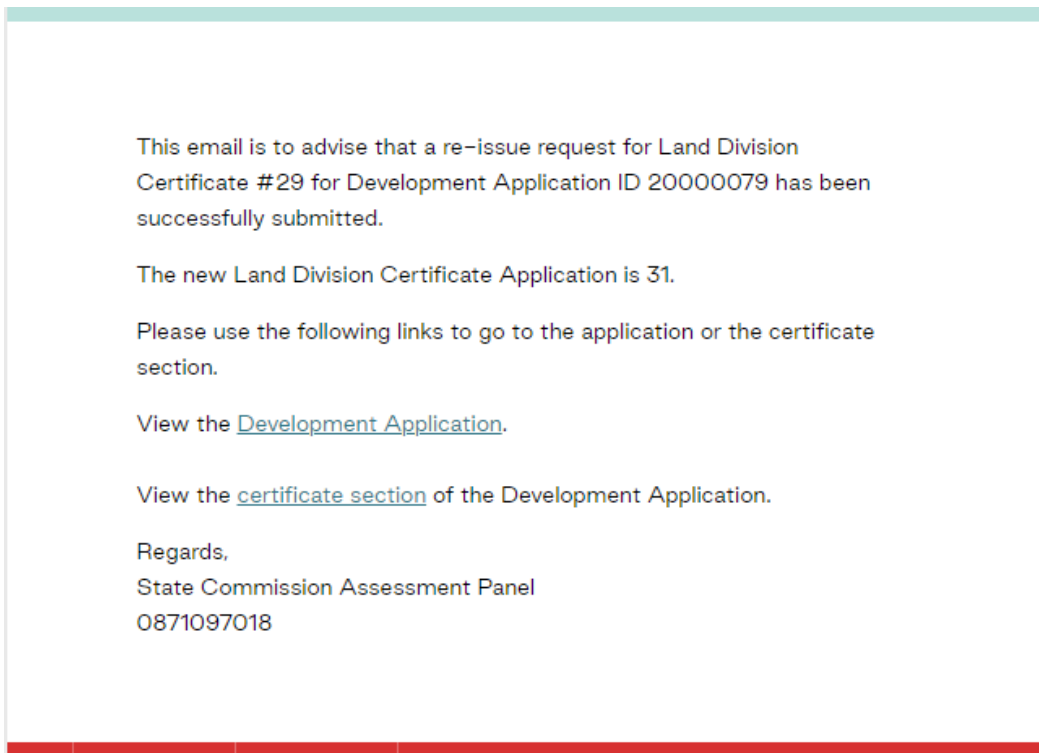
New Land Division Certificate Application #31

HOME

Sign-out of the online account and wait for the reissue of the Certificate of Approval by SCAP Planning Services.



You will receive an email notification advising the reissue request for the previous certificate has been submitted and provided with the new Land Division Certificate Application number.



For more information visit
plan.sa.gov.au

