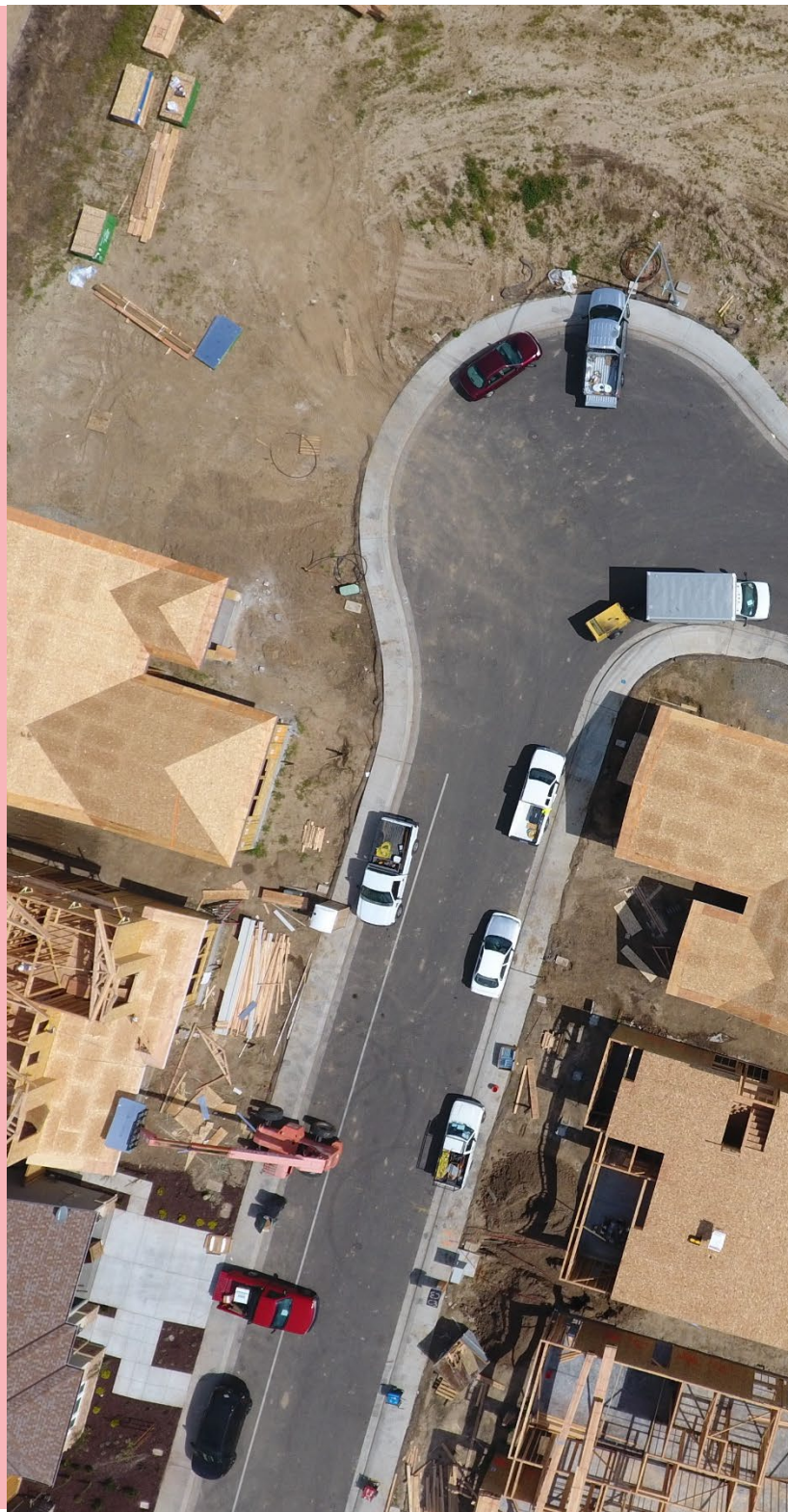


Guide for Applicants

Certificate of Occupancy

# Pay the Certificate of Occupancy Fee - Online

Version 1.7



**Government of South Australia**  
Department for Housing  
and Urban Development

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## Associated Instructions

### **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.*

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### **2 Submit Certificate of Occupancy Application**

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

---

### **3 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.*

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### **4 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.*

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### **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.*

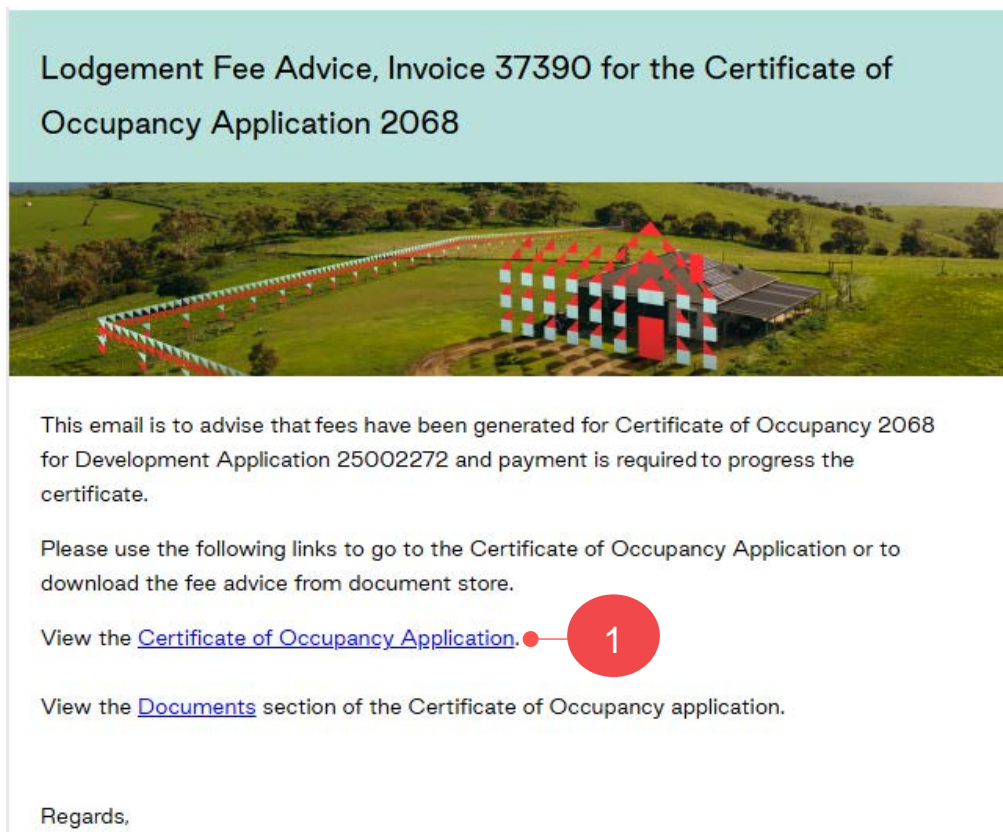
## 1. Receive and View Request for Payment

On submission of the Certificate of Occupancy (CoO) application to the location council as the issuing authority a 'Lodgement Fee Advice' email notification advising a payment is required to progress the certificate is sent to the invoice contact.

When the CoO is being issued by an accredited professional (as the issuing authority) you will receive an invoice from them directly for payment.

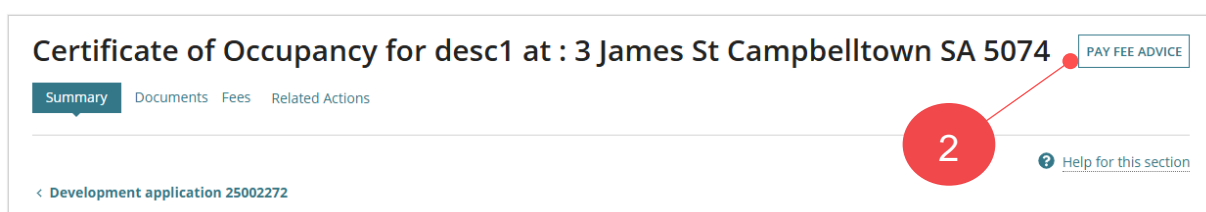
### Make payment from the email notification

1. Click on link [Certificate of Occupancy Application](#).



2. Complete instructions [Login to your development application account | PlanSA](#).

The Certificate of Occupancy shows with an option to PAY FEE ADVICE.





Make payment from Certificate of Occupancy ‘Pay Fee Advice’ option


- 1. Open the development application.

The **Summary** page shows and the Fees Outstanding field shows ‘Yes’.

- 2. Click on **Certificate of Occupancy** tab.

Development application - 25002272: 3 James St Campbelltown SA 5074

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsCertificate of OccupancyInspectionOperative DatesRelated Actions



Application Status: Development Approval Granted

Fees Outstanding: Yes

Development Location(s)  
3 JAMES ST CAMPBELLTOWN SA 5074

Title Ref: CT 6205/983 Plan Parcel: D118036 AL741

Additional Location Information:  
Council: Campbelltown City Council

The **Certificate of Occupancy** page displays the application and action to PAY FEE ADVICE.

- 3. Click on PAY FEE ADVICE.

Development application - 25002272: 3 James St Campbelltown SA 5074

SummaryDocumentsEvent HistorySharing accessBuilding NotificationsCertificate of OccupancyInspectionOperative DatesRelated Actions

APPLY FOR CERTIFICATE OF OCC...

Certificate of Occupancy

CoO ID	Address on CoO	Additional address Information	Building Work(s)	Description	Building Class	Submitted By	Initiated	Decision Date	Status	Action
2068	3 JAMES ST CAMPBELLTOWN SA 5074		Single storey dwelling		1A	epr.test10@sa.gov.au of City of Campbelltown	27 Jun 2025		Awaiting Payment	PAY FEE ADVICE

The **Certificate of Occupancy Pay Fee Advice** page shows with the outstanding fee advice.

Certificate of Occupancy for Single Storey Dwelling at : 3 James St Campbelltown SA 5074

SummaryDocumentsFeesRelated Actions

Pay Fee Advice

Certificate ID  
2068

Building Address  
3 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work  
Single storey dwelling

Building Work ID  
43006

Building Class  
1A

Submitted By  
EPN TestTen - City of Campbelltown  
Email: COUNCIL\_CAMPBELLTOWN  
Phone: 08 888 1111

Outstanding Fee Advices

Please select the fee advice that you wish to pay

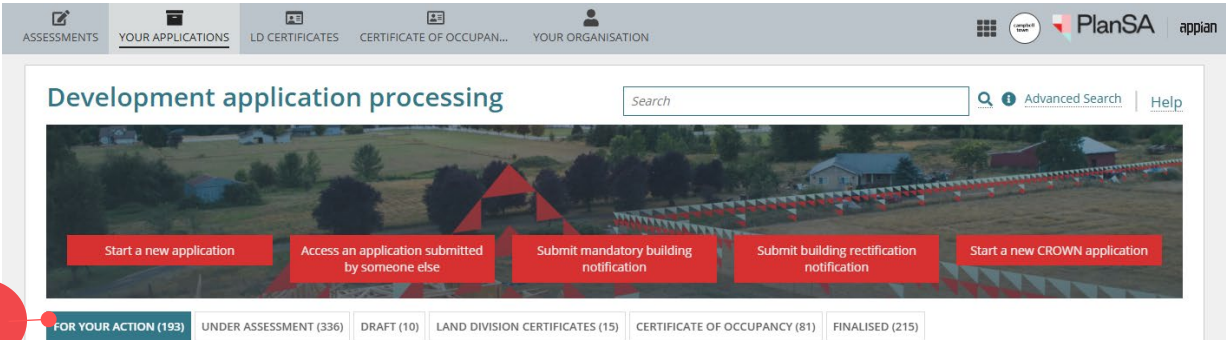
ID	Description	Amount	Date
37390	Certificate of Occupancy Fee Advice	\$57.50	27/06/2025 13:42

CANCEL

PAY INVOICE


Make payment from dashboard Your applications and For Your Action

- 1. The FOR YOUR ACTION tab default selection.



- 2. Click on record for action with action 'Certificate of Occupancy – Awaiting Payment'.

For your action

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action		Days
25002272	E TestTen	3 JAMES ST CAMPBELLTOWN SA 5074	Single storey dwelling	City of Campbelltown	26 Jun 2025	Certificate of Occupancy - Awaiting Payment		

The Status Detail shows with action hyperlinked to Make Payment – Certificate of Occupancy ID; 2608.

- 3. Click on Make Payment link.

STATUS DETAIL CONTACTS SUMMARY

Application 25002272

This application currently requires 1 action

Make Payment - Certificate of Occupancy ID: 2608

The Pay Fee Advice page shows with the outstanding fee advice.

Pay Fee Advice

Certificate ID 2068	Building Address 3 JAMES ST CAMPBELLTOWN SA 5074	Building/Building Work desc1	Building Work ID 43006	Building Class 1A	Submitted By EPN TestTen - City of Campbelltown Email: test.council.dpti+COUNCIL_CAMPBELLTOWN_CITY@gmail.com Phone: 08 888 1111
------------------------	---	---------------------------------	---------------------------	----------------------	---

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
37390	Certificate of Occupancy Fee Advice	\$57.50	27/06/2025 13:42

CANCEL PAY INVOICE

Make payment from dashboard Your applications and Certificate of Occupancy.

- 1. Click **Certificate of Occupancy** tab.

**Task Clock**

The clock displaying 15 days is for the task to ‘provide a fire report’. This task is applicable only for a Certificate of Occupancy application containing a class 1B or 2 to 9 building/building work. Refer to the [Certificate of Occupancy | PlanSA](#) for more information.

The Certificate of Occupancy application displays with status of ‘Awaiting Payment’.

- 2. Click on **Certificate ID** to view application.

FOR YOUR ACTION (39)

UNDER ASSESSMENT (57)

DRAFT (5)

LAND DIVISION CERTIFICATES (5)

**CERTIFICATE OF OCCUPANCY (3)**

FINALISED (63)

[Help for this section](#)

**Certificate of Occupancy**

Application ID	Certificate ID	Location	Building Work(s)	Initiated	Decision	Status		Days
23000968	1214	1 C WILLIAM ST TRANMERE SA 5073	urgery office and rehabilitation	13 Sept 2024		Awaiting Payment	<a href="#">i</a> <a href="#">➤</a>	<a href="#">🕒 15</a>

The Certificate of Occupancy summary page displays with options to PAY FEE ADVICE and PROVIDE FIRE REPORT.

- 3. Click PAY FEE ADVICE.

**Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073**

PAY FEE ADVICE

PROVIDE FIRE REPORT

Summary

Documents

Checklist

Fees

Clocks

Decision

Building Notifications

Inspection

Related Actions

[? Help for this section](#)

< Development application 23000968

Certificate ID  
1214

Building Address  
1C WILLIAM ST TRANMERE SA 5073

Building/Building Work  
urgery office and rehabilitation

Building Class  
5

Submitted By  
EPN Nineteen - City of Campbelltown  
Email: capplan@gmail.com  
Phone: 08 8366 9222

View the Certificate of Occupancy Fee Advice

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

The Certificate of Occupancy summary page displays with options to PAY FEE ADVICE.

- 3. Click on **Fees** tab to view the Fee Advice.

Certificate of Occupancy for Single Storey Dwelling at : 3 James St Campbelltown SA 5074

Summary

Documents

Fees

Related Actions

Pay Fee Advice

3

Certificate ID

2068

Building Address

3 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work

Single storey dwelling

Building Work ID

43006

Building Class

1A

Submitted By

EPN TestTen - City of Campbelltown  
Email: COUNCIL\_CAMPBELLTOWN  
Phone: 08 888 1111

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
37390	Certificate of Occupancy Fee Advice	\$57.50	27/06/2025 13:42

CANCEL

PAY INVOICE

Print the Certificate of Occupancy Fee Advice

- 4. Click on the **Fee Advice – Awaiting Payment** record to expand and view the details.
- 5. Click on the **Fee Advice** document link to download.

Certificate of Occupancy for Single storey ... at : 3 James St Campbelltown SA 5074

Summary

Documents

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Related Actions

PAY FEE ADVICE

< Development application 25002272

Certificate ID

2068

Building Address

3 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work

Single storey dwelling

Building Work ID

43006

Building Class

1A

Submitted By

EPN TestTen - City of Campbelltown  
Email: COUNCIL\_CAMPBELLTOWN  
Phone: 08 888 1111

All fees raised on this application

< Show fees already raised on this application

Fees raised for this Certificate of Occupancy

Certificate of Occupancy Fee Advice - 37390 - Awaiting payment

4

Payment Reference Number

37390

Certificate of Occupancy ID

2068

Invoice download

FeeAdvice-Application25002272-Certoccupancy-37390-678026.pdf

5

Verified by

EPN TestTen

Verified on

27 Jun 2025 1:42 PM

- 6. Click on the **download** to open and view on-screen.



7. Print the Fee Advice (as required) and return to the **Fees** screen to pay the fee advice.

Certificate of Occupancy for d x test.app.plan.sa.gov.au/suite/ x FeeAdvice-Application250022 x + - □ x

File Downloads\FeeAdvice-Application25002272-Certoccupancy-37390-...

FeeAdvice-Application2500... 1 / 2 100%

Government of South Australia  
Department for Infrastructure and Transport  
ABN 92 366 288 135

Invoice to:

**Joyce Jones**  
83 PIRIE STREET  
ADELAIDE SA 5000

Application number: 25002272  
Fee Advice No: 37390  
Date: 27 Jun 2025

Nature of development:  
test

For enquiries, please contact:

**City of Campbelltown**  
1 Fake Address Adelaide 5000  
Campbelltown SA 5000  
Ph: 08 888 1111

**Fee Advice**

Description of Supply	Amount	GST	Total
<b>Building Consent</b>			
Certificate of occupancy	\$52.27	\$5.23	\$57.50
<b>Totals</b>	<b>\$52.27</b>	<b>\$5.23</b>	<b>\$57.50</b>

7

## 2. Pay the Certificate of Occupancy Fee Advice

Alternative options for paying the ‘Fee Advice’ is via the [PlanSA online payment](#) or the Batch Payment option refer to [Performing a batch fee payment | PlanSA](#) for instructions.

1. Click on **Pay Fee Advice** to commence payment.

Certificate of Occupancy for Single storey ... at : 3 James St Campbelltown SA 5074

PAY FEE ADVICE

SummaryDocumentsFeesRelated Actions

< Development application 25002272

Certificate ID  
2068

Building Address  
3 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work  
Single storey dwelling

Building Work ID  
43006

Building Class  
1A

Submitted By  
EPN TestTen - City of Campbelltown  
Email: COUNCIL\_CAMPBELLTOWN  
Phone: 08 888 1111

All fees raised on this application

< Show fees already raised on this application

Fees raised for this Certificate of Occupancy

Certificate of Occupancy Fee Advice - 37390 - Awaiting payment

Payment Reference Number  
37390

Certificate of Occupancy ID  
2068

Invoice download  
[FeeAdvice-Application25002272-Certoccupancy-37390-678026.pdf](#)

Verified by  
EPN TestTen

Verified on  
27 Jun 2025 1:42 PM

2. Click on the **outstanding fee advice** and then **PAY INVOICE** Pay Invoice to proceed.

### Pay Fee Advice

Certificate ID  
2068

Building Address  
3 JAMES ST CAMPBELLTOWN SA 5074

Building/Building Work  
Single storey dwelling

Building Work ID  
43006

Building Class  
1A

Submitted By  
EPN TestTen - City of Campbelltown  
Email: COUNCIL\_CAMPBELLTOWN  
Phone: 08 888 1111

Outstanding Fee Advices

Please select the fee advice that you wish to pay

ID	Description	Amount	Date
37390	Certificate of Occupancy Fee Advice	\$57.50	27/06/2025 13:42

CANCEL

PAY INVOICE

3. Click on **Pay with credit card**.

## Fee Advice Payment for Application 23000908

[Help for this section](#)

**Invoice #11384 Fees Payable**

Item	Amount (exc. GST)	GST	Amount (inc. GST)
Certificate of occupancy	\$49.55	\$4.95	\$54.50
<b>Total</b>	<b>\$49.55</b>	<b>\$4.95</b>	<b>\$54.50</b>

**Payment**

1. To open a credit card payment session, select the 'Pay with credit card' link below.

2. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.



[Pay with credit card](#) **3**

4. Provide your credit card details and then **Pay Now...** **Pay Now ...** to confirm your payment.

**Payment**

1. To open a credit card payment session, select the 'Pay with credit card' link below.

2. It is recommended that you do not close your browser or navigate away from the payment session without completing your payment or selecting 'Cancel'. If the payment session is closed incorrectly, it may take up to 15 minutes before a new session can be opened.


 **Government of South Australia**


**4**

**Payment Details**

\* Required field

Card Type \*

☐  Visa

☐  Mastercard

Card Number \*

Expiration Month \*


Month

Expiration Year \*

Year

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.



**Pay Now...**

Secured by **ANZ Banking Group Ltd.** ABN 11 005 357 522

- 5. The **Receipt** shows confirming your payment. Use Ctrl + P to **Print** the screen.
- 6. Click **DONE** to close the **Fee Advice Payment for Application** page.

5

PlanSA



Government of South Australia

Receipt

Date: 01-02-2024  
Order Number: 08bc112a-c05b-404d-9a13-768c7ae134fb

Billing Information

Payment Details

Card Type

Card Number

Expiration Date

Visa

xxxxxxxxxxxx3747

04-2027

Total amount

AUD 54.50

Please keep a copy of this receipt for your records

Secured by ANZ Banking Group Ltd. ABN 11 005 357 522

CANCEL

6

DONE

The **Certificate of Occupancy** page shows with status of ‘Awaiting Validation’.

Certificate of Occupancy for Single storey ... at : 3 James St Campbelltown SA 5074

Summary

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< Development application 25002272

Certificate ID 2068	Building Address 3 JAMES ST CAMPBELLTOWN SA 5074	Building/Building Work Single storey dwelling	Building Work ID 43006	Building Class 1A	Submitted By EPN TestTen - City of Campbelltown Email: COUNCIL_CAMPBELLTOWN Phone: 08 888 1111
------------------------	---	--	---------------------------	----------------------	---

Certificate of Occupancy Details

Certificate of Occupancy Status

Awaiting Validation

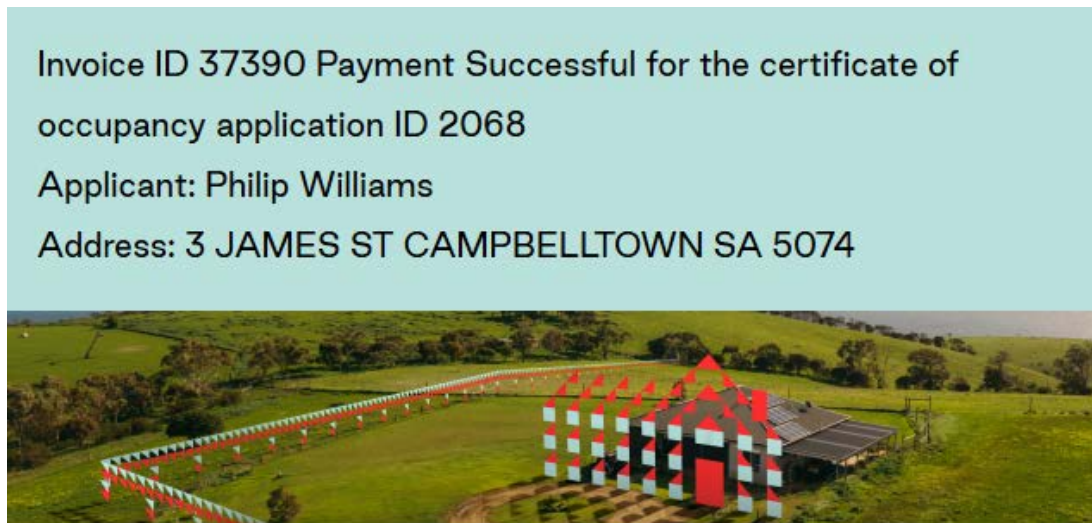
Consent(s) / Stage(s)

Building Consent  
Date of development authorisation: 27 Jun 2025

Building Address

Development Location	Newly Created Address	Additional Information	Title Ref	Plan Parcel	Council
3 JAMES ST CAMPBELLTOWN SA 5074	-	-	CT 6205/983	D118036 AL741	CAMPBELLTOWN CITY COUNCIL

An email is sent to the invoice contact confirming payment successful.



This email is to advise that the Invoice 37390 for Certificate of Occupancy 2068 for Development Application 25002272 has been successfully paid.

Please use the following links to go to the application or to download the tax invoice from document store.

View the [Certificate of Occupancy Application](#).

View the [Documents](#) section of the Certificate of Occupancy application.

### Provide a fire report

This task is applicable only for a Certificate of Occupancy application containing a class 1B or 2 to 9 building/building work. Refer to the [Certificate of Occupancy | PlanSA](#) for more information.

Certificate of Occupancy for surgery office and rehabi... at 1C WILLIAM ST TRANMERE SA 5073

PROVIDE FIRE REPORT

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< Development application 23000968

Help for this section

Certificate ID 1214	Building Address 1C WILLIAM ST TRANMERE SA 5073	Building/Building Work surgery office and rehabilitation	Building Class 5	Submitted By EPN Nineteen - City of Campbelltown Email: capplan@gmail.com Phone: 08 8366 9222
------------------------	--	---	---------------------	--

Certificate of Occupancy Details

Certificate of Occupancy Status

Awaiting Fire Report



For more information visit  
[plan.sa.gov.au](http://plan.sa.gov.au)



**Government of South Australia**

Department for Housing  
and Urban Development