

What happens with my request to withdraw my Certificate of Occupancy?

The relevant authority issuing your Certificate of Occupancy is notified of your withdrawal request and they may contact you, to confirm your withdrawal request was not performed in error. Once confirmed, the relevant authority will proceed with your withdrawal request.

On completion of the withdrawal, you are notified either by email or post, confirming the withdrawal of your application for a Certificate of Occupancy.

Can I apply again for a Certificate of Occupancy?

Yes. You will need to repeat the process to apply for a Certificate of Occupancy. Refer to the related instructions '*Apply for a Certificate of Occupancy*' below.

Before you start

Complete [How to – Login to your development application account | PlanSA](#)

Included instructions

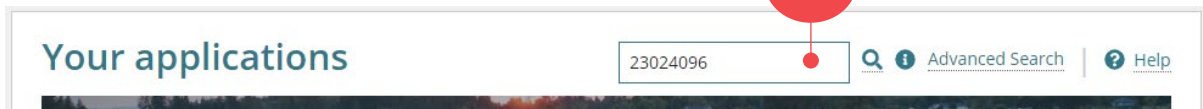
- [Locate your application for Certificate of Occupancy](#)
- [Withdraw your Certificate of Occupancy application](#)

Related instructions

- [Apply for a Certificate of Occupancy | PlanSA](#)

Locate your application for Certificate of Occupancy

1. Search by the development application **ID** number.



2. Application with matching ID shows in the search results.
3. Click on **ID** number to view the development application.

1 results for: "23024096"

| ID | Owner | Location |
|----------|--------------|--------------------------------|
| 23024096 | T Automation | 162 THE PARADE NORWOOD SA 5067 |

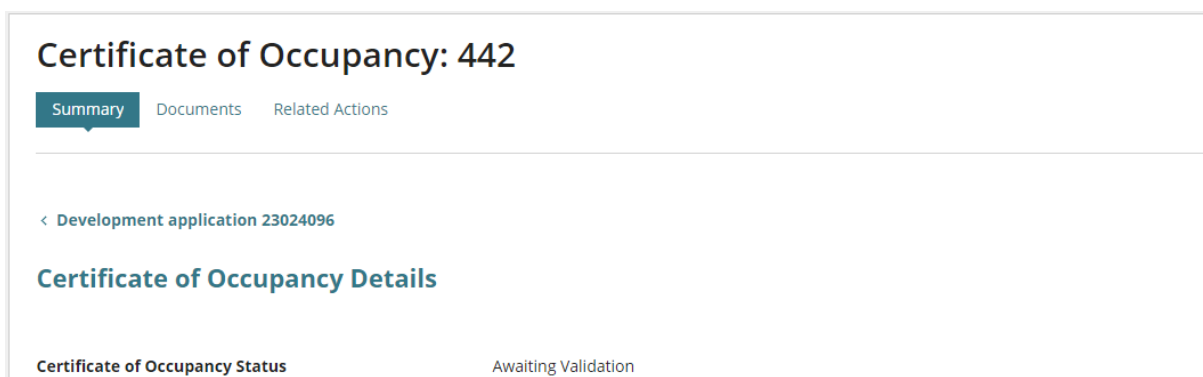
4. The **Development Application Summary** page shows.
5. Click on **Certificate of Occupancy** tab to view your application.
6. Click on Certificate **ID** to view the Certificate of Occupancy Details.

Summary Documents Land Division Certificates Sharing access Variation Requests Notifications & Inspections **Certificate of Occupancy** Related Actions

Certificate of Occupancy

| Certificate ID | Location | Building Work(s) | Description | Initiated | Decision Date | Status |
|---------------------|--------------------------------|------------------|-----------------|-------------|---------------|---------------------|
| 442 | 162 THE PARADE NORWOOD SA 5067 | Building Work 1 | Building Work 1 | 29 Aug 2023 | | Awaiting Validation |

7. The **Certificate of Occupancy Details** shows.



Withdraw your Certificate of Occupancy application

8. Click on **Related Actions** tab to access the withdrawal option.
9. Click on **Withdraw application for Certificate of Occupancy**.

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Summary Documents **Related Actions**

Withdraw Application for Certificate of Occupancy 9

10. The **Request Certificate of Occupancy Application Withdrawal** shows.
11. Provide a **note** to the relevant authority advising the reason for requesting the withdrawal of your application.
12. Click on **SUBMIT** to complete your request.

Request Certificate of Occupancy Application Withdrawal

⚠ Are you sure you want to withdraw this application for Certificate of Occupancy? Once an application is withdrawn, it cannot be reinstated.

Notes to the Relevant Authority

Provide a note to the relevant authority advising the reason for requesting the withdrawal of your application. 11

CANCEL 12 SUBMIT

13. Confirm **Yes** to withdrawing your application or **No** to cancel the request.

Are you sure you want to withdraw this application for Certificate of Occupancy?

NO 13 YES

14. Click **OK** in the Withdrawal request submitted page.

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Withdrawal request submitted

Your withdrawal request has been submitted.

14 **OK**

15. The message **No actions available** shows; signifying your request has been sent.

16. Click on **Summary** tab. The Certificate of Occupancy application status shows 'Pending Withdrawal'.

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Certificate of Occupancy: 442

Summary Documents Fees Related Actions

[Help for this section](#)

< Development application 23024096

Certificate of Occupancy Details

Certificate of Occupancy Status Pending Withdrawal

17. The **Certificate will be issued by** shows the name of the relevant authority who has received your request to withdraw and who you can contact for further information.

| | |
|----------------------------------|--|
| Description of building | Building Work 1 |
| Certificate will be issued by | City of Norwood, Payneham and St. Peters |
| Building / building work | Building Work 1 |
| Building Classification(s) | |
| Classification 1 | 2 - Building containing two or more sole occupancy units |
| Max number of Building Occupants | 5 |