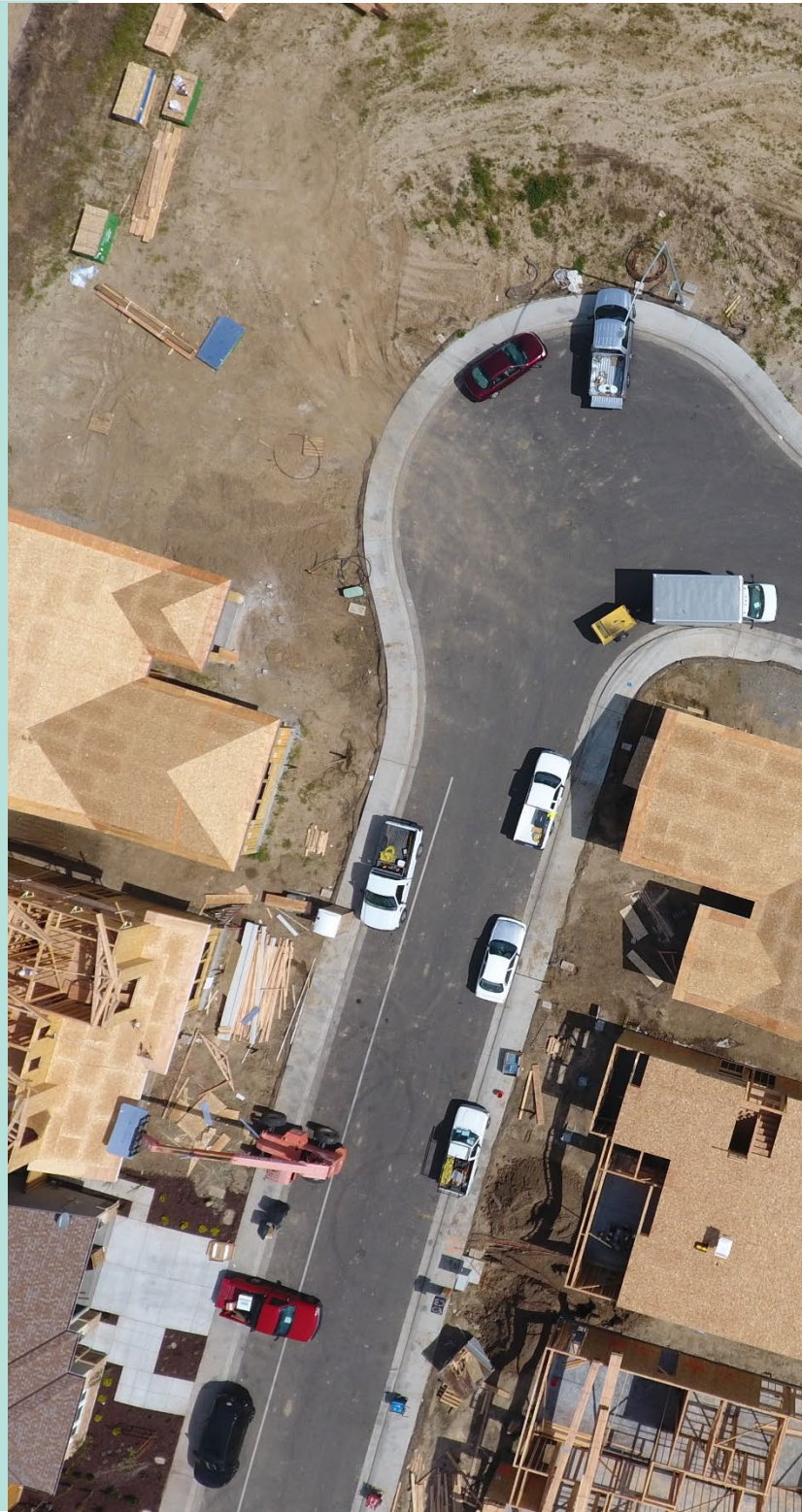


Guide for Relevant Authorities

Certificate of Occupancy

# Issue a Decision for a Certificate of Occupancy Application

Version 1.5



**Government of South Australia**

Department for Trade  
and Investment

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## Background



### When is a Certificate of Occupancy required?

A Certificate of Occupancy (CoO) is required to commence the occupation or use of a new building or change of building use for the whole or any part of an existing building; applies to buildings classified as a 1b, 2 to 9.

More information on [Building classifications | ABCB](#).

### When is a Certificate of Occupancy not required?

A Certificate of Occupancy is not required for a building or building work classified as a:

- **Class 10**, non-habitable building or structure under the Building Code such as:
  - Private garage
  - Carport
  - Shed
  - Fence
  - Retaining or free-standing wall
- **Class 1a**, building where the application for building consent is lodged and verified within the SA planning portal before 1 October 2024.

In the meantime, a person must not occupy a Class 1a building for which a Certificate of Occupancy is not required unless it meets the minimum standards for occupancy under regulation 103H(2).

### Who will issue the Certificate of Occupancy?

A Certificate of Occupancy (CoO) will be issued by either the council or the building certifier. If you enter a contract with a licensed builder, you should discuss this issue with them and have your choice documented as part of the contract.

On completion of the building work, the building developer (or yourself as an owner-builder) will submit the last building notification to the relevant council or building certifier, including the completed Statement of Compliance.

The receipt of the Statement of Compliance will 'trigger' either the council or the building certifier to issue the Certificate of Occupancy.

### What is the timeframe to issue a Certificate of Occupancy decision?

The timeframe for issuing a Certificate of Occupancy is five business days and 20 business days if a report from a fire authority is necessary (Class 1b, 2 to 9s buildings only, if applicable).

## Associated Guides

### 1 Receive Building Notification

Refer to the guide [Receive Building Notification](#) for instructions on receiving the completion of building work and Statement of Compliance notification and how to record the 'inspection outcome'.

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### 2 Validate Certificate of Occupancy Application

Refer to this guide for instructions on how to verify a valid application for a Certificate of Occupancy when received for processing and that all relevant documentation and fees have been received.

The Validate Certificate of Occupancy Application guide includes instructions on how to ...

- Request for Documentation
  - Request Fee Advice Payment
  - Request Fire Report
- 

### 3 Issue a Decision for the Certificate of Occupancy Application

Refer to this guide for instructions on how to 'issue' or 'refuse' a Certificate of Occupancy application.

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### 4 Revoke a Certificate of Occupancy

Refer to this guide for instructions on how to revoke an issued Certificate of Occupancy.

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### 5 Process an Appeal

Refer to the guide for instructions on receiving and processing an appeal from an applicant in relation to Certificate of Occupancy conditions, regarding process, refusal or other reasons.

## Issue a Decision for the Certificate of Occupancy Application

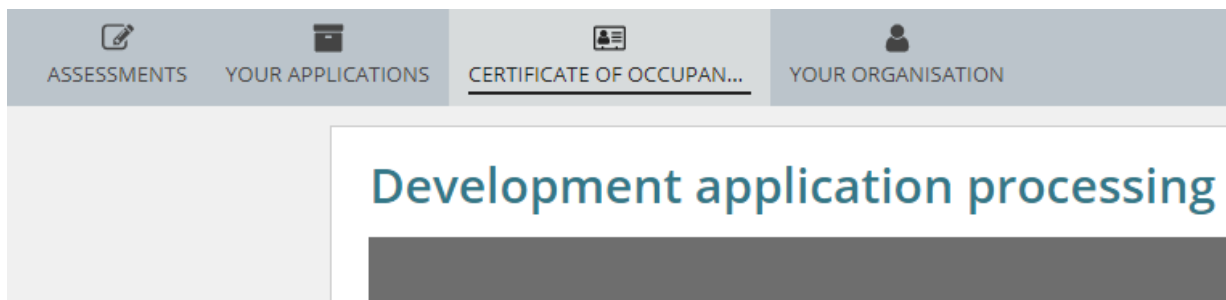
On payment of the application Fee Advice and/or the Fire Report provided (as applicable), an email notification is sent advising that a decision is required for the Certificate of Occupancy (CoO).

**Timeframe to complete:** 5 working days.

### 1. Locate the Certificate of Occupancy application

Locate the CoO application in the DAP system using the ID number of the CoO or the ID number of the development application provided within the email.

1. Login to the DAP system if not already.
2. Click on **Certificate of Occupancy** option from your dashboard.



3. Locate the CoO and click on ID number to open.

### Development application processing

This is the

# TRAINING

environment

FOR YOUR ACTION (7)
WAITING (2)
UNDER APPEAL (0)
REVOKED (1)
COMPLETED (14)

**For your action**

Application ID	Certificate ID	↓ Location	Building Work(s)
21002933	90	170 EAST TCE ADELAIDE SA 5000	Dwelling

## 2. Add Performance Solutions and Variances

The uploading of Performance Solutions / Variances documentation is performed during the granting of building rules consent and can be accessed from the Documents store for reference.

1. Click on **Performance Solutions/Variances**.
2. Click on **Edit Performance Solutions ...** to enable the 'add' options for the Performance Solutions and Variances.

The screenshot shows the 'Certificate of Occupancy: 90' interface. A red dashed circle highlights the 'Performance Solutions/Variances' tab in the navigation menu. To the right, there is a button labeled 'EDIT PERFORMANCE SOLUTIONS ...'. Below the navigation, the page title is 'Performance Solutions / Variances' and a help link is visible.

### Add a Performance solution

3. Click on **Add another performance solution**.

The screenshot shows the 'Performance Solutions / Variances' section. A red dashed circle highlights the 'Add another performance solution' link. Below this link, it states 'There are no performance solutions recorded yet'.

4. Provide a title / heading of the **Performance Solution**.
5. Tick the **Add Notes** box to provide more detail.
6. To add multiple performance solutions, repeat the steps or select **Submit** to save and complete.

The screenshot shows the 'Add another performance solution' form. It includes a title field for 'Performance Solution 1 \*' with the value 'Insulation'. There is a checkbox for 'Add notes' which is checked. Below the checkbox is a text area for 'Enter the details of the performance solution'.

## Add a Variance

7. Click on **Add another variance**.

Variations
▼

Add another variance

There are no variations recorded yet

8. Provide a title / heading of the **Variance**.
9. Tick the **Add Notes** box to provide more detail.
10. To add multiple variations, repeat the steps or select **Submit** to save and complete.

Variations
▼

Add another variance

**Variance 1 \***

Enter the Variance

Add notes

Enter the details of the variance

On completion, the entered performance solution/s and variance/s are displayed. To make further additions and/or edits use the **Edit Performance Solutions** option and repeat steps 1 to 10.

### Certificate of Occupancy: 90

Summary
Documents
Checklist
Fees
Performance Solutions/Variations
Limitations/Conditions
Clocks
Decision
Inspection
Related Actions

---

< Development application 21002933

#### Performance Solutions / Variations

If the constructed building (or part of the building) covered by this certificate of occupancy included any performance solutions or variations as part of the Building Consent or any subsequent variation of development approval, please list them below. Note: all matters at variance with the Building Rules must be approved in accordance with section 118 of the Act.

Performance Solutions
▼

**Performance Solution 1**

Insulation

**Notes**

Enter the details of the performance solutions

Variations
▼

**Variance 1**

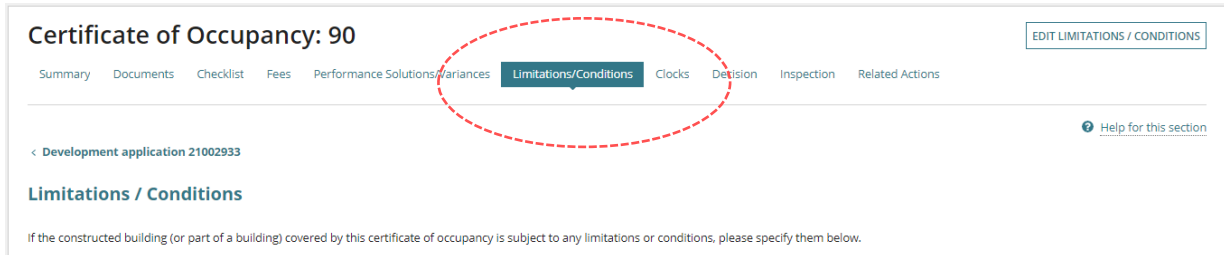
Enter the variance

**Notes**

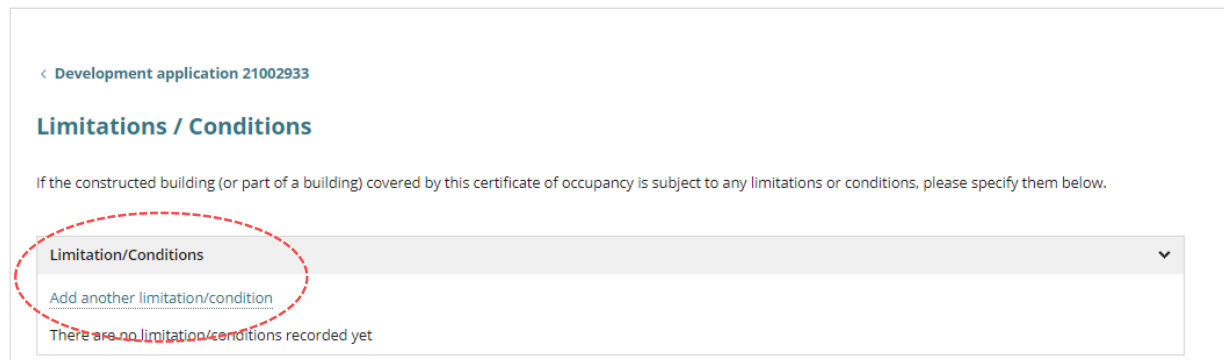
enter details of the variance

### 3. Add Limitations and Conditions

1. Click on **Limitations/Conditions**.
2. Click on **Edit Limitations / Conditions** to enable the 'add' options and the ability to upload supporting documentation.



3. Click on **Add another Limitation/Condition**.



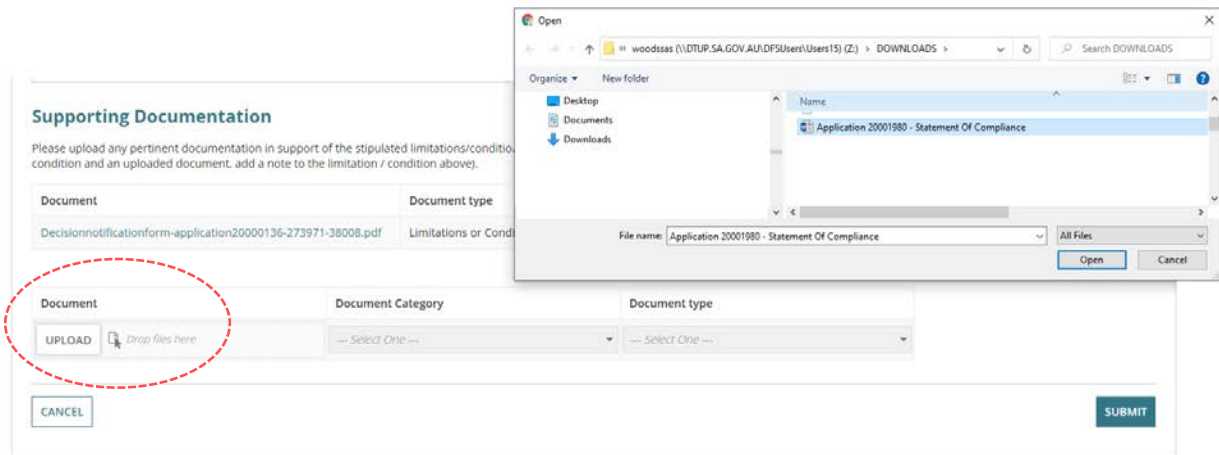
4. Provide a title / heading of the **Limitation/Condition**.
5. Tick the **Add Notes** box to provide more detail and/or include reference to a document being uploaded in support of the limitation / condition.
6. To add multiple limitations/conditions, repeat the steps or select **Submit** to save and complete.





## Upload Supporting Documentation

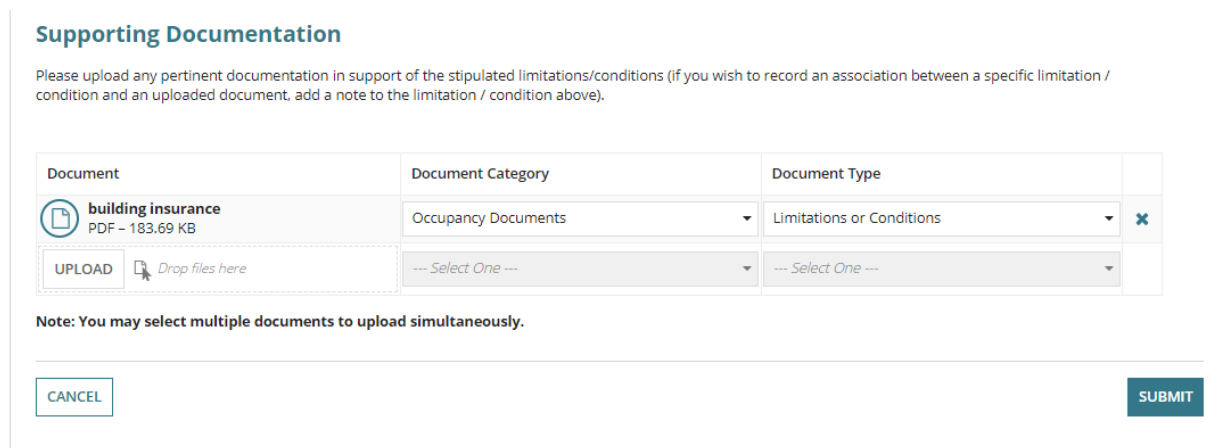
- Click on **Upload** to locate the document and open to attach or drag-and-drop into the upload field.



- Categorise the upload document selecting the Category 'Occupancy Documents' and Type 'Limitations or Conditions'.
- To upload multiple documents, repeat steps 7 and 8 until complete.

**Note:** uploaded supporting documentation is available from the **Documents** store and not within the supporting documentation table.

- Select **Submit** to save and complete.



On completion, the entered Limitation/Condition is displayed.

To make further additions and/or edits use the **Edit Limitation/Conditions** option and repeat steps 1 to 10.

Certificate of Occupancy: 90

EDIT LIMITATIONS / CONDITIONS

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision Inspection Related Actions

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< Development application 21002933
[Help for this section](#)

### Limitations / Conditions

If the constructed building (or part of a building) covered by this certificate of occupancy is subject to any limitations or conditions, please specify them below.

Limitation/Conditions ▼

**Limitation/Condition 1**

Enter a limitation

**Notes**

Enter the details of the limitations

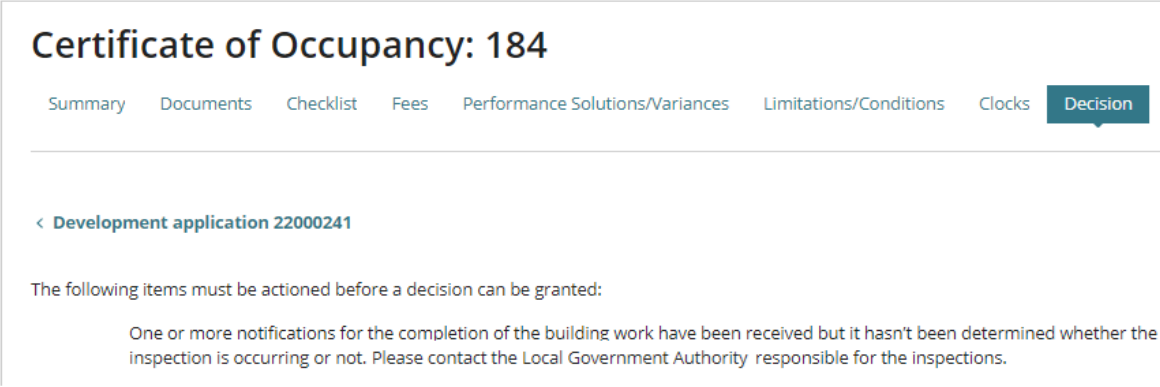
### Supporting Documentation

Please upload any pertinent documentation in support of the stipulated limitations/conditions (if you wish to record an association between a specific limitation / condition and an uploaded document, add a note to the limitation / condition above).

Document	Document Type	Date Created
* building insurance.pdf	Limitations or Conditions	19 Jan 2022 10:06

## 4. Resolve building notifications with no inspection decision

Before a decision can be made, all submitted building notifications must have an inspection decision (Yes or No) recorded. When council have not made an inspection decision a message is shown on the **Decision** page.



**Certificate of Occupancy: 184**

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks **Decision**

< **Development application 22000241**

The following items must be actioned before a decision can be granted:

One or more notifications for the completion of the building work have been received but it hasn't been determined whether the inspection is occurring or not. Please contact the Local Government Authority responsible for the inspections.

To resolve the outstanding inspection decisions councils will complete [Action a building notification](#) instructions, and when an inspection is required they will complete [Record an inspection outcome](#) instructions.

Complete the following steps to view building notifications with outstanding inspection decisions.

1. Click on **the development application** link.



**Certificate of Occupancy: 184**

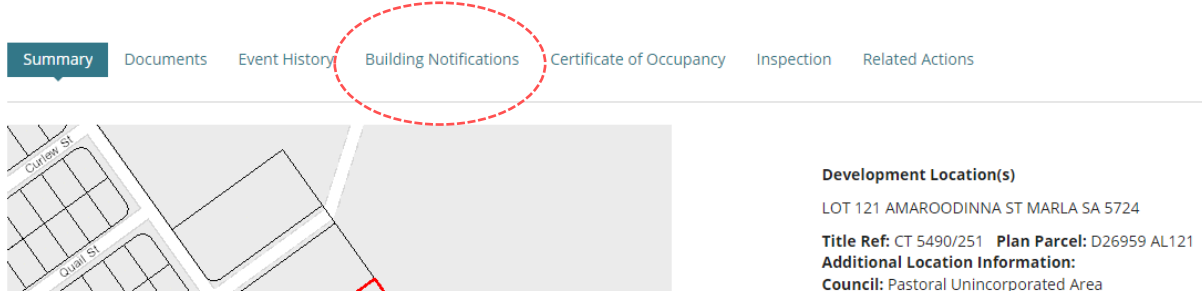
Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks **Decision**

< **Development application 22000241**

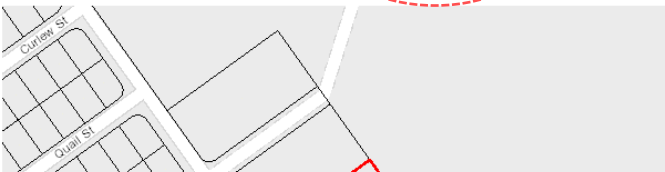
The following items must be actioned before a decision can be granted:

One or more notifications for the completion of the building work have been received but it hasn't been determined whether the inspection is occurring or not. Please contact the Local Government Authority responsible for the inspections.

2. Click on the Building Notifications tab.



Summary Documents Event History **Building Notifications** Certificate of Occupancy Inspection Related Actions



**Development Location(s)**  
LOT 121 AMAROODINNA ST MARLA SA 5724

**Title Ref:** CT 5490/251 **Plan Parcel:** D26959 AL121  
**Additional Location Information:**  
**Council:** Pastoral Unincorporated Area

The **Building Notifications** page shows the building/building work required notifications.

3. Identify the building notifications that do not have a **Yes** or **No** showing in the **To be Inspected?** Column.

When the authority issuing the Certificate of Occupancy (CoO) is:

- **Council** then make an inspection decision for each building notification following the [Record an inspection outcome](#) instructions.
- **Accredited professional** issuing the CoO, then contact the council and provide them with the building notifications missing an inspection decision. Noting, to proceed with issuing the CoO the 'Completion of building work' notification must have a 'satisfactory' inspection outcome recorded.

Summary Documents Event History **Building Notifications** Certificate of Occupancy Inspection Related Actions

[Help for this section](#)

< Development application 22000241

**Building Notifications** STATEMENT OF COMPLIANCE FORM

Click on a notification to see further information, view received documents and edit inspections.

**Building Consent**

Building or building work: Regression Testing 1C - Building Consent					
Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions	
Commencement of Building work	EPN testseven - 5 Jul 2022 9:14 AM	5 Jul 2022			
Completion of framing completion	<i>Not yet submitted</i>	<i>Not yet submitted</i>	-		
Completion of Building work	EPN testseven - 5 Jul 2022 9:15 AM	5 Jul 2022	-		
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	EPN testseven - 5 Jul 2022 9:15 AM	5 Jul 2022	-		

[Submit Mandatory Building Notification](#)

4. Click on the **Certificate of Occupancy** tab to continue (as required).

Summary Documents Event History Building Notifications **Certificate of Occupancy** Inspection Related Actions

[Help for this section](#)

**Certificate of Occupancy** CREATE APPLICATION FOR CERTI...

Certificate ID	Location	Building Work(s)	Description	Initiated	Decision Date	Status
184	LOT 121 AMAROODINNA ST MARLA SA 5724	Regression Testing 1C - Building Consent	Testing	5 Jul 2022		Awaiting Decision

## 5. View building notification(s) with a pending inspection

Before a decision can be made, an inspection for the completion of building work with a satisfactory outcome is required. When council have not recorded an inspection outcome or have recorded an 'unsatisfactory' inspection outcome for the 'Completion of Building Work' building notification a message is shown on the Decision page.

### Certificate of Occupancy: 184

Summary
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Limitations/Conditions
Clocks
Decision
Inspection

---

[< Development application 22000241](#)

The following items must be actioned before a decision can be granted:

- There must be an inspection for the Completion of Building work with a satisfactory outcome

From the Inspections screen check for 'pending' inspections prior to issuing the Certificate of Occupancy and to view 'completed' inspections.

1. Click on **Inspection** tab.
2. Check the **Pending** inspections table for inspections without an inspection outcome.

Summary
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Fees
Performance Solutions/Variances
Limitations/Conditions
Clocks
Decision
Inspection
Related Actions

### Inspections

> Draft

Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Notification Date	Date of Activity	Status	Inspection Category	Decision Comment	Who
22000241	464	Regression Testing 1C - Building Consent	9A	Re-Inspection	LOT 121 AMAROODINNA ST MARLA SA 5724	05-Jul-2022	05-Jul-2022	Inspection Pending	Re-Inspection		

> Completed

## Review the inspection outcome

3. Click on **Inspection** tab.

Certificate of Occupancy: 90

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision **Inspection** Related Actions

< Development application 21002933 [Help for this section](#)

### Certificate of Occupancy Details

Certificate of Occupancy Status Awaiting Decision

4. Click on **Inspection ID** within the **Completed** table against a record with a 'Satisfactory' or 'Unsatisfactory' outcome.

### Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Inspection Date	Outcome
21002933	355	asdfsa	1A,1B	Completion of Statement of Compliance and other documents required to be provided at the completion of building work	170 EAST TCE ADELAIDE SA 5000		Not Inspected
21002933	354	asdfsa	1A,1B	Completion of Building work	170 EAST TCE ADELAIDE SA 5000		Not Inspected
21002933	353	asdfsa	1A,1B	Commencement of Building work	170 EAST TCE ADELAIDE SA 5000	08-Dec-2021	Satisfactory

The **Inspection Details** are shown and includes details of:

- Who performed the inspection,
- Elements inspected,
- Breaches, issues or faults,
- Notes, and
- Inspection documents (if applicable).

## Inspection Details #353

Summary Related Actions

[Go Back](#)

<b>Application ID</b> 21002933	<b>Development Location(s)</b> 170 EAST TCE ADELAIDE SA 5000
<b>Building Work</b> asdfsa	<b>Title Ref:</b> CT 5101/329 <b>Plan Parcel:</b> F6156 AL5
<b>Building Work Classification</b> 1A,1B	<b>Additional Location Information:</b> <b>Council:</b> Adelaide City Council
<b>Notification Description</b> Commencement of Building work	
<b>Inspection Initiated Date</b> 16 Dec 2021	
<b>Status</b> Inspection Completed	
<b>Category</b> Building Inspection	

> [View team workload](#)

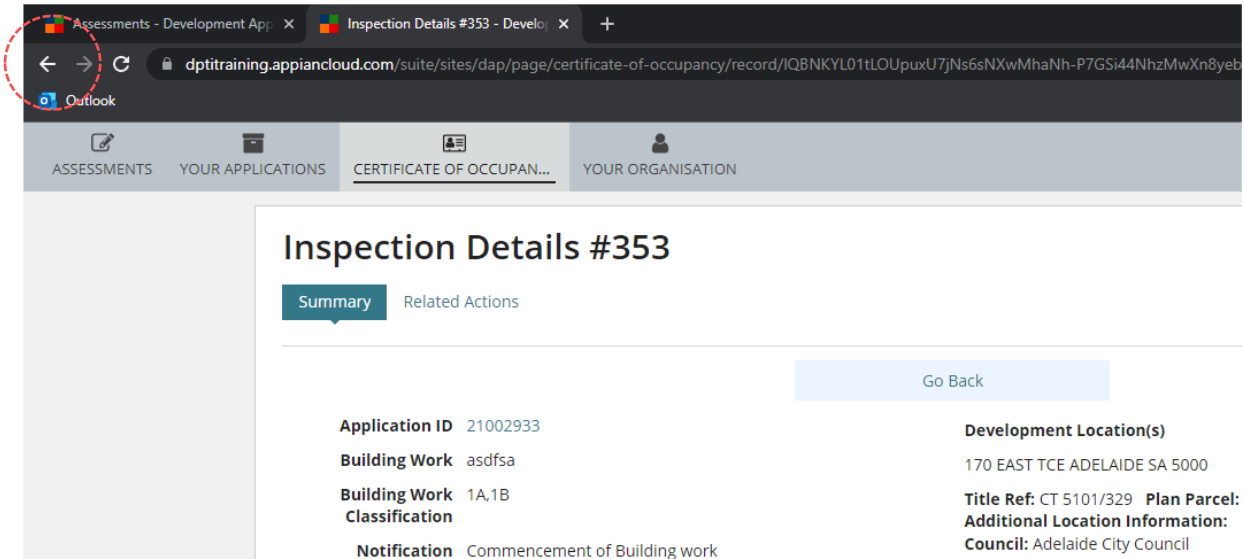
**Inspected By** EPN TestOne

**Inspection Outcome** Satisfactory

**Elements Inspected**  Primary structural elements

5. Click ← **back arrow** in the browser address to return to the Inspections screen.

Do not use the **Go Back** button, this will show the Inspections dashboard in a new browser tab.



The **Certificate of Occupancy – Inspections** screen shows.

**Certificate of Occupancy: 90**

Summary Documents Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision **Inspection** Related Actions

### Inspections

▼ Pending

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Initiated Date	Status
No items available							

▼ Completed

Application ID	Inspection ID	Building Work	Building Work Classification	Notification	Location	Inspection Date
21002933	355	asdfs	1A,1B	Completion of Statement of Compliance and other documents required to be provided at the completion of building work	170 EAST TCE ADELAIDE SA 5000	

## 6. Issue the Decision

Before a decision can be made, an inspection for the completion of building work with a satisfactory outcome is required. Refer to [View Inspection Outcomes](#) for instructions on how to view required building notifications and pending/completed inspections.

On issuing the decision, an 'Issue' or 'Refuse' email is sent to the 'primary contact/s' with the Local Government Authority (when an independent assessor has issued the decision) advising the Certificate of Occupancy (CoO) is available for printing or contains a reason for the refusing the application.

1. Click on the **Decision** tab and then **Record Decision**.

### Issue Certificate

2. Choose 'Issue Certificate' from the decision drop-down menu.
3. Indicate the applicable **fire authority report** option/s (as applicable).
4. Select **Submit** to complete.



## Refuse Certificate

5. Choose 'Refuse Certificate' from the decision drop-down menu.
6. Indicate the applicable **fire authority report** option/s (as applicable).
7. Select **Submit** to complete.

### Decision

---

**Decision for issuing a Certificate of Occupancy \***

Refuse certificate

**Reason for refusal \***

Enter the refusal reason

Please note that the reason entered here will be sent to the primary contact to explain why the application was refused

**A report has been received from the fire authority confirming that:**

At least one selection must be made

a booster assembly has been installed and is operating satisfactorily  
 a fire alarm system that transmits a signal to a fire station or an approved monitoring service has been installed and is operating satisfactorily  
 all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily

A report was not received by the fire authority within 15 business days of a request being made so it has been assumed that the fire authority did not desire to make a report.

CANCEL
SUBMIT

Image below is for a 'refused' decision.

### Certificate of Occupancy: 21

[Summary](#) [Documents](#) [Checklist](#) [Fees](#) [Performance Solutions/Variances](#) [Limitations/Conditions](#) [Clocks](#) **Decision** [Appeals](#) [Related Actions](#)

---

[< Development application 20001190](#) [Help for this section](#)

**Decision**

Assessor	Decision	Decision Date	Reason	Actions
Sascha Woods	Refused	21 Dec 2020	Enter the refusal reason	

Image below is for an 'issued' decision.

### Certificate of Occupancy: 90

REVOKE CERTIFICATE

[Summary](#) [Documents](#) [Checklist](#) [Fees](#) [Performance Solutions/Variances](#) [Limitations/Conditions](#) [Clocks](#) **Decision** [Inspection](#) [Related Actions](#)

---

[< Development application 21002933](#) [Help for this section](#)

**Decision**

Assessor	Decision	Decision Date	Reason	Actions
SmokeTwo TestSeven	Issued	19 Jan 2022	-	

## 7. Provide the Certificate of Occupancy

When the applicant’s preferred method of communication is post then download the Certificate of Occupancy from the Documents store.

1. Click on **Documents** tab.
2. Click on Certificate of Occupancy **document link** to download.

**Certificate of Occupancy: 90**

Summary **Documents** Checklist Fees Performance Solutions/Variations Limitations/Conditions Clocks Decision Inspection Related Actions

< Development application 21002933

**Document search**

Search by Name

Search by Category

Search by Type

**Where was the document uploaded?**

Application

Planning Consent

Building Consent

Development Approval

**Additional document filters**

Decision Documents

P&D Code Rules

Snapshots

Invoices

Other Documents

System Generated Emails

**Other**

Superseded

Document	Type	Date Created	Superseded	Visible to Applicant	Edit
<input type="checkbox"/> * Certificate of Occupancy 90.pdf	Certificate of Occupancy	19 Jan 2022 11:21		✔	
<input type="checkbox"/> * Certificate of Occupancy Application 90 has been issued _ Address_ 170 EAST TCE ADELAIDE SA 5000.html	Email	19 Jan 2022 11:21		✘	

3. Click on **download** to open and print.
4. Print the Certificate of Occupancy and close the PDF when complete.

**PlanSA**

**Certificate of Occupancy**  
*Planning, Development and Infrastructure Act 2016*

This form is an approved form for the purposes of issuing a certificate of occupancy under regulation 103E(4) of the Planning, Development and Infrastructure (General) Regulations 2017.

This certificate of occupancy **90** is issued for the building described below:

Description of building: Short Description
Address of building: 170 EAST TCE ADELAIDE SA 5000
Date of development authorisation: 16 Dec 2021      Development application no.: 21002933

5. Return to the **Certificate of Occupancy** screen (as required).



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



**Government of South Australia**  
Department for Trade  
and Investment