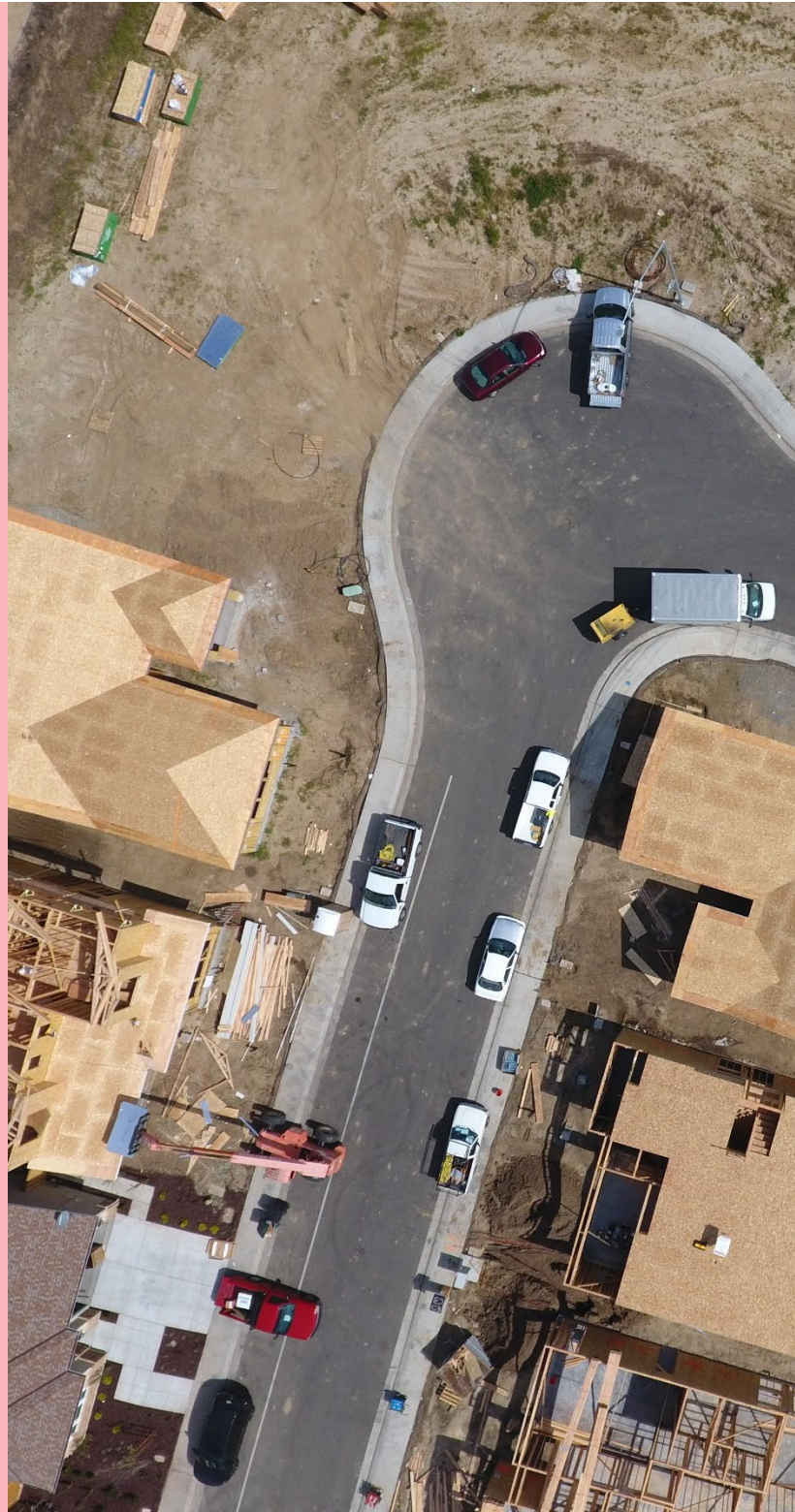


Guide for Applicants

Land Division Certificate of Approval

# Submit Land Division Certificate Application

Version 2.1



**Government of South Australia**

Department for Housing  
and Urban Development

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## Submit Land Division Certificate Application

On receiving the email notification advising development approval has been granted the application for land division certificate can be submitted.

### Log in to your online account from the email

1. Click on **the Development Application** link within the email notification.



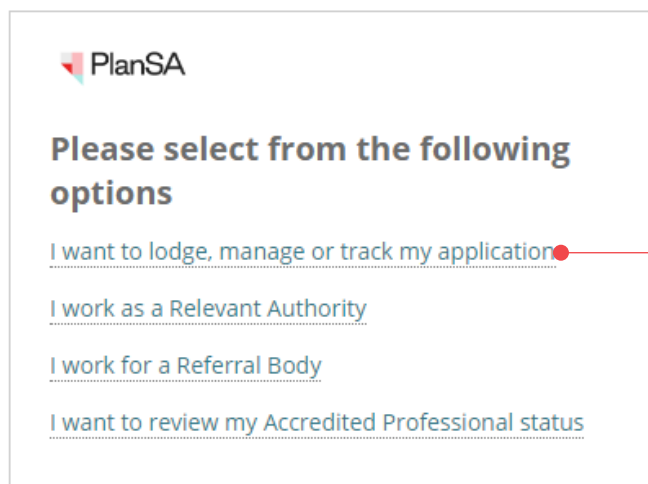
Development Application with ID 24033424 (Development Number 170/C416/24) has been approved.

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

- View the [Development Application](#).
- View the [documents section](#) of the Development Application.

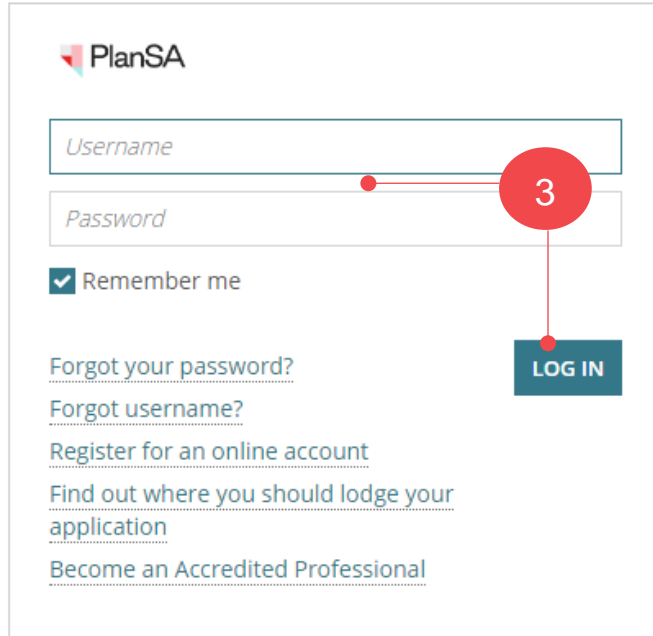
1

2. Click on **I want to lodge, manage or track my application** account option.



2

3. Completing the log in screen with your 'username' and 'password' and **Log in** to view your applications.



4. Click on the application record (not ID) to view the status details.
5. Click on the **Apply for land division certificate for Planning and Land Division Consent** action.

FOR YOUR ACTION (78) UNDER ASSESSMENT (189) DRAFT (14) LAND DIVISION CERTIFICATES (6) CERTIFICATE OF OCCUPANCY (15) FINALISED (132)

[Help for this section](#)

**For your action**

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
24033424	T Applicant	32 BUNDEY ST MAGILL SA 5072	Land division 2 into 2	City of Campbelltown	27 Aug 2024	Development Approval Granted - Contains Land Division	<a href="#">i</a> <a href="#">&gt;</a>

« < 11 - 20 of 78 > »

**STATUS DETAIL** CONTACTS SUMMARY

Application 24033424

This application currently requires 1 action

Apply for land division certificate for Land Division Consent 5

Planning consent	✓ Granted 27 Aug 2024	<a href="#">&gt;</a>
Land Division consent	✓ Granted 27 Aug 2024	<a href="#">&gt;</a>

### Apply from the Development Application Summary tab

1. Click on **ID** to view the development application.

FOR YOUR ACTION (78) UNDER ASSESSMENT (189) DRAFT (14) LAND DIVISION CERTIFICATES (6) CERTIFICATE OF OCCUPANCY (15) FINALISED (132)

**For your action** 1


ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Action	Days
24033424	T Applicant	32 BUNDEY ST MAGILL SA 5072	Land division 2 into 2	City of Campbelltown	27 Aug 2024	Development Approval Granted - Contains Land Division	<a href="#">i</a> <a href="#">&gt;</a>

The **Development application** summary tab displays with an Actions required to 'Apply for land division certificate for land division consent'.

2. Click on **Apply for land division certificate for Land Division Consent**.

Development application - 24047374: The Parade Norwood SA 5067 UPLOAD ADDITIONAL DOCUMEN...

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



**Application Status:** Lodged  
**Fees Outstanding:** No  
**Development Location(s):** THE PARADE NORWOOD SA 5067  
**Title Ref:** CT 5078/186 **Plan Parcel:** F100057 AL81  
**Additional Location Information:** Council: The City Of Norwood Payneham And St Peters

### Staged Land Division Certificate

The action to **Apply for land division certificate for Land Division Consent** will remain available until the 'final' stage is indicated.

**Actions required**

Apply for land division certificate for Land Division Consent 2

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**Status detail**

<b>Planning consent</b>	✓ Granted 12 Nov 2024	<a href="#">&gt;</a>
<b>Land Division consent</b>	✓ Granted 12 Nov 2024	<a href="#">&gt;</a>
<b>Building Consent</b>		
<b>Stage 1</b>	✓ Granted 13 Nov 2024	<a href="#">&gt;</a>
<b>Stage 2</b>	Assessment in progress	<a href="#">&gt;</a>
<b>Development approval</b>		
<b>Planning; Land Division; Building Stage 1</b>	✓ Staged development approval granted 13 Nov 2024	

The **Land Division Certificate Application** shows with options to indicate if a non-staged land division certificate or staged, table to provide the **Land Division Details** and upload the survey plans or other supporting documentation.

### Submit a Non-Staged Land Division Certificate Application

1. Click on **Non-Staged Land Division Certificate Application**.

The **Land Division Details** will automatically populate with values entered on application submission or values modified by the assessing relevant authority in fields: Number of allotments (proposed), Reserve area (m<sup>2</sup>) and Total Area (m<sup>2</sup>).

2. Leave the default values or update as required.
3. Enter the **Range of Allotments** i.e. allotment numbers. Mandatory.

#### Land Division Consent

How do you wish to proceed with your application? \*

- Non-Staged Land Division Certificate Application 1
- Staged Land Division Certificate Application

**Land Division Details** ▼

Details	Value
Number of allotments	2
Range of allotments	[Empty field] <span style="margin-left: 20px;">2</span>
Reserve area (m <sup>2</sup> )	0
Total Area (m <sup>2</sup> )	888

4. Click on **Upload** to locate the final Survey Plan from a folder location on your computer.
5. Drag-and-drop the file into **the Drop files here** field.

**Documents**

You will need to upload at least one document before submitting the form.

Document	Document Category
<div style="border: 1px dashed #ccc; padding: 5px; display: inline-block;"> <span style="font-size: 24px; vertical-align: middle;">U</span> <span style="font-size: 18px; vertical-align: middle;">P</span> <span style="font-size: 18px; vertical-align: middle;">L</span> <span style="font-size: 18px; vertical-align: middle;">O</span> <span style="font-size: 18px; vertical-align: middle;">A</span> <span style="font-size: 18px; vertical-align: middle;">D</span> </div>	<div style="border: 1px dashed #ccc; padding: 5px; display: inline-block;"> <span style="font-size: 24px; vertical-align: middle;">D</span> <span style="font-size: 18px; vertical-align: middle;">R</span> <span style="font-size: 18px; vertical-align: middle;">O</span> <span style="font-size: 18px; vertical-align: middle;">P</span> <span style="font-size: 18px; vertical-align: middle;">F</span> <span style="font-size: 18px; vertical-align: middle;">I</span> <span style="font-size: 18px; vertical-align: middle;">L</span> <span style="font-size: 18px; vertical-align: middle;">E</span> <span style="font-size: 18px; vertical-align: middle;">S</span> </div>

Note: You may select multiple documents to upload simultaneously.

6. Categorise the uploaded Survey Plan as follows:

- **Document Category** = Plans
- **Document Type** = Survey Plan

7. Click **SUBMIT** to complete the application.

The screenshot shows a 'Documents' section in a web application. At the top, it says 'You will need to upload at least one document before submitting the form.' Below this is a table with columns for 'Document', 'Document Category', and 'Document Type'. A red circle with the number '6' points to the 'Document Category' column. The table contains one row with a document icon, the text 'Plans (1) PDF - 532 KB', a dropdown menu set to 'Plans', and another dropdown menu set to 'Survey Plan'. Below the table is an 'UPLOAD' button and a dashed box with the text 'Drop files here'. Below the table, there is a note: 'Note: You may select multiple documents to upload simultaneously.' At the bottom left is a 'CANCEL' button, and at the bottom right is a 'SUBMIT' button. A red circle with the number '7' points to the 'SUBMIT' button.

Document	Document Category	Document Type
Plans (1) PDF - 532 KB	Plans	Survey Plan
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---

**Note: You may select multiple documents to upload simultaneously.**

## Staged Land Division Certificate

1. Click on **Staged Land Division Certificate Application**.

### Applying for the next stage

This question will not be shown when applying for next Land Division Certificate stage.

#### Land Division Consent

How do you wish to proceed with your application? \*

- Non-Staged Land Division Certificate Application
- Staged Land Division Certificate Application



Land Division Details ▼

Details	Value
Number of allotments in this stage	<input type="text"/>
Range of allotments	<input type="text"/>
Reserve area in stage (m <sup>2</sup> )	<input type="text"/>
Total stage Area (m <sup>2</sup> )	<input type="text"/>
Stage Description	<input type="text" value="0/5000"/>

2. The **Land Division Details** will show the following mandatory fields for completion.

- Number of Allotments in this stage (proposed)
- Range of allotments (allotment numbers)
- Reserve area in stage (m2)
- Total stage area (m2)
- Stage Description

- Staged Land Division Certificate Application

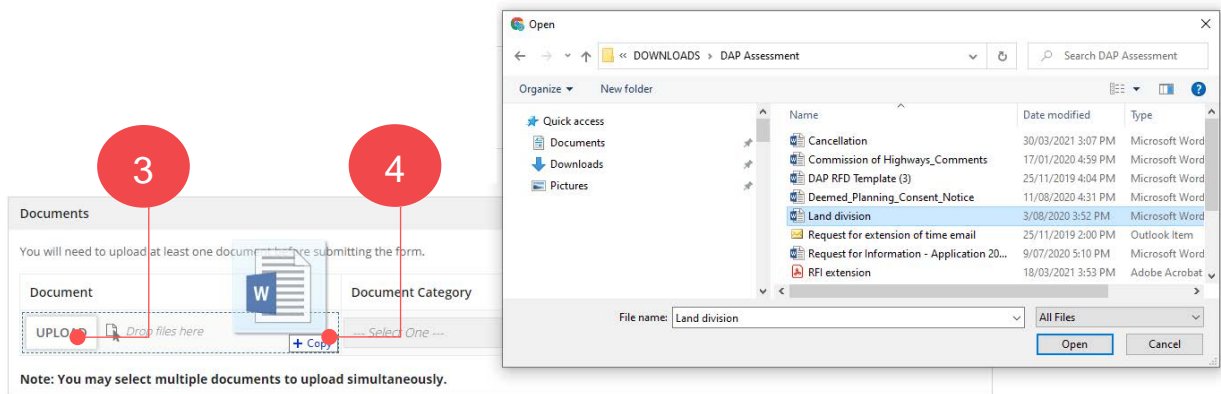
Land Division Details ▼

Details	Value
Number of allotments in this stage	5
Range of allotments	586, 587, 588, 590, 592
Reserve area in stage (m <sup>2</sup> )	0
Total stage Area (m <sup>2</sup> )	4,185
Stage Description	Stage 5A <span style="float: right;">9/5000</span>





3. Click on **Upload** to locate the final Survey Plan from a folder location on your computer.
4. Drag-and-drop the file into **the Drop files here** field.



### Applying for the next and final stage

The question **Is this the final stage for a staged application?** continues to show until 'Yes' is chosen on the final stage.

5. Click on the applicable response to the question **Is this the final stage for a staged application?**

Stage Description

Is this the final stage for a staged application?\*

Yes

No

Documents

You will need to upload at least one document before submitting the form.

The image shows a form section with a question 'Is this the final stage for a staged application?\*' and two radio button options: 'Yes' and 'No'. The 'No' option is selected, and a red circle with the number '5' is placed over it. Below the question is a 'Documents' section with a message: 'You will need to upload at least one document before submitting the form.'

6. Categorise the uploaded Survey Plan as follows:
  - **Document Category** = Plans
  - **Document Type** = Survey Plan

Documents

You will need to upload at least one document before submitting the form.

Document	Document Category	Document type
Land division DOCX - 11.1 KB	Plans	Survey Plan
<input type="button" value="UPLOAD"/> Drop files here	--- Select One ---	--- Select One ---



Note: You may select multiple documents to upload simultaneously.

The image shows the 'Documents' section of the form. It contains a table with three columns: 'Document', 'Document Category', and 'Document type'. The first row shows a document named 'Land division' (DOCX - 11.1 KB) with 'Plans' selected for the category and 'Survey Plan' selected for the type. A red circle with the number '6' is placed over the 'Plans' dropdown. Below the table are 'Upload' and 'Drop files here' buttons, and two more dropdown menus for selecting a document. At the bottom of the form are 'CANCEL' and 'SUBMIT' buttons.

7. Click on **Submit** to complete the application.

Documents

You will need to upload at least one document before submitting the form.

Document	Document Category	Document Type	
 Plans1-288661_1_ PDF - 532 KB	Plans	Survey Plan	X
UPLOAD  Drop files here	--- Select One ---	--- Select One ---	

Note: You may select multiple documents to upload simultaneously.

CANCEL 7 **SUBMIT**

8. Click on **Home** in the confirmation of the Land Division Certificate application, noting the application ID number.

### Land Division Certificate application

The Land Division Certificate application (#2239) has been submitted.

8 **HOME**

The **Development application Summary** displays.

### Development application - 24003557: Arthur St Magill SA 5072

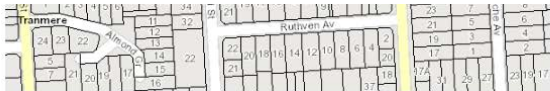
Summary Documents Land Division Certificates Sharing access Operative Dates Related Actions



Application Status: Development Approval Granted  
Fees Outstanding: No

### Staged Land Division Certificate

The action to **Apply for land division certificate for Land Division Consent** will remain available until the 'final' stage is indicated.



Click the property location image above to open the South Australian Property and Planning Atlas (SAPPA) in a new tab, and view zoning and other layers for this location

- Elements selected
  - Land division
    - Land division
- > Submission details
- > Planning Information
- > Zoning Information
- Actions required**
  - Apply for land division certificate for Planning and Land Division Consent

On submitting the application an email confirmation will advise the successful submission of the Land Division Certificate, and then follow the link:

- [Track application progress within the development application](#) - to view the application from the Land Division Certificate to view the in-progress certificate application.
- [Track application progress within the dashboard and Land Division Certificates](#) - to go direct to the certificate details within the development application.



This email is to advise that a new Land Division Certificate Application #2239 for Development Application ID 24003557 has been successfully submitted to the relevant authority.

Please use the following links to go to the development application or the certificate section.

View the [Development Application](#).

View the [Land Division Certificate](#).

## Track application progress

### Development application - Land division certificate tab

The **Land Division Certificates** displays with three sections.

The screenshot shows a web interface for tracking a development application. At the top, there are navigation tabs: Summary, Documents, **Land Division Certificates** (highlighted), Sharing access, Operative Dates, and Related Actions. Below the tabs, there's a breadcrumb trail: < Development application 24003557. The main content is divided into three sections:

- Section A:** A table titled 'Land Division Certificates for Planning and Land Division Consent'. It has columns for Id, Re-issue of, Staged?, Certificate Stage Number, Final Stage?, Submitted Date, Lapses, Status, and Actions. One row is visible with Id 2239, Staged? Yes, Certificate Stage Number 001, Final Stage? No, Submitted Date 15 Nov 2024, and Status Submitted.
- Section B:** A table titled 'Land Division Certificate Stage Breakdown'. It has columns for Id, Certificate Stage Number, Number of Allotments, Range of Allotments, Reserved Area, Total area of Land to be divided, Balance Allotments, and Confirmed Land Division Details. One row is visible with Id 2239, Certificate Stage Number 001, Number of Allotments 5, Range of Allotments 586, 587, 588, 590, 592, Reserved Area 0, Total area of Land to be divided 4185, Balance Allotments -, and Confirmed Land Division Details No.
- Section C:** A table titled 'Consent Land Division Details'. It has columns for Details and Value. The details include Application Type (Conventional (Torrens title)), Number of existing allotments (1), Number of proposed allotments (excluding road and reserve) (12), Proposed reserve area (m²) (0), and Area of land to be divided (m²) (16,000).

#### A. Land Division Certificates

Provides visibility of application submissions, includes:

- Whether the application is staged or not
- Application is for final stage or not
- Submission date
- Lapses date
- Status as progress through the issuing process
  - Submitted
  - Under Assessment
  - Superseded
  - Issued
  - Reissue
  - Pending reissue
  - Awaiting reissue acceptance
- Actions to be performed pre and post application.
  - **Re-Issue** is available once the Land Division Certificate is issued.

#### B. Stage Breakdown

Shows a line-by-line breakdown of the staged applications.

#### C. Land Division Details

Shows the Land Division details confirmed during consent assessment. These values can change during issuing of the Land Division Certificate.

## Your applications dashboard - Land Division Certificates

### Staged Land Division Certificate

Staged applications are not shown in the Land division Certificate tab. When the final stage is issued then the finalised application is shown.

1. Click on **LAND DIVISION CERTIFICATE** tab.
2. Click on application **ID** to view the development application and follow instructions [Track application progress within the development application](#) on page 12.

**Your applications** Search [ ] Advanced Search [ ] Help [ ]

Start a new application | Access an application submitted by someone else | Submit mandatory building notification | Submit building rectification notification

FOR YOUR ACTION (1110) | UNDER ASSESSMENT (2560) | DRAFT (30) | **LAND DIVISION CERTIFICATES (95)** | CERTIFICATE OF OCCUPANCY (217) | FINALISED (1276)

Land Division Certificates Help for this section

ID	Owner	Location	Nature Of Development	Lodged	Status
24003719	T Applicant	21 ORBONA ST ROSTREVOR SA 5073	Land Division 1 into 3	13 Nov 2024	Certificate(s) in progress

1

Certificate(s) in progress: There are land division certificates associated with your application which are not yet issued

## Dashboard LD CERTIFICATES

### Visibility of the LD CERTIFICATES dashboard

The LD CERTIFICATES dashboard is available only to volume applicants.

YOUR APPLICATIONS | **LD CERTIFICATES** | USER PROFILE

UT PlanSA

**Your applications** Search [ ] Advanced Search [ ] Help [ ]

1

Following submission, the application shows in the SUBMITTED tab and once under assessment the application will move to the UNDER ASSEMENT tab until READY TO ISSUE, and so on.

Applications showing in the ON HOLD tab are applications PLUS Planning Services have placed on hold and once the hold remove will move from the ON HOLD tab to the tab applicable, for example the UNDER ASSESSMENT tab.

SUBMITTED (7) | UNDER ASSESSMENT (1) | ON HOLD (1) | READY TO ISSUE (1) | COMPLETED (4) | DEPOSITED (0)

Help for this section

Application	Certificate	Applicant	Contact	Location	Date Status Changed	Status
24000240	1945	MyBusiness1	M Primary	20 MINES RD CAMPBELLTOWN SA 5074	28 May 2024	Pending withdrawal
23002472	1774	U One	U One	225 -245 ST CLAIR AV ST CLAIR SA 5011	27 Nov 2023	Submitted

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



**Government of South Australia**

Department for Housing  
and Urban Development