Module 16.1

Submit Land Division Certificate Application

Issue Land Division Certificate of Approval

Instructional guide for:

- Applicants

Version 2.0
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Government of South Australia
Attorney-General's Department

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Guide Overview

This Module guide includes **Software Version 1.5.36** features and functionality.

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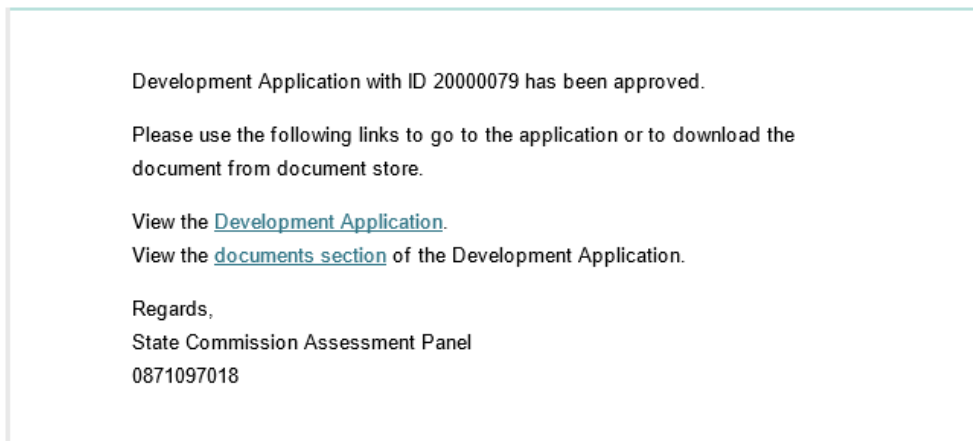
Module 18:   Development Application Report, Section 7

In addition to the Guide, there is a video available for **16.1 Submit an Application** which includes demonstrations on how to:

16.8 Withdraw Certificate Application, and

16.9 Reissue a Certificate of Approval

16.1 Submit Land Division Certificate Application

Having been granted development approval by the Relevant Authority an email notification will advise of the approval and then follow the link:

- **Development Application** - to view the application from the **For Your Action** table to apply for the Certificate of Approval, or
- **Documents section** - to download and view the Decision Notification Form (DNF).

Development Application with ID 20000079 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.

Regards,
State Commission Assessment Panel
0871097018

To submit the 'Certification of Approval' application, in the **For Your Action** table select the Development Application (not the ID) and select **Apply for land division certificate for Planning and Land Division Consent**.
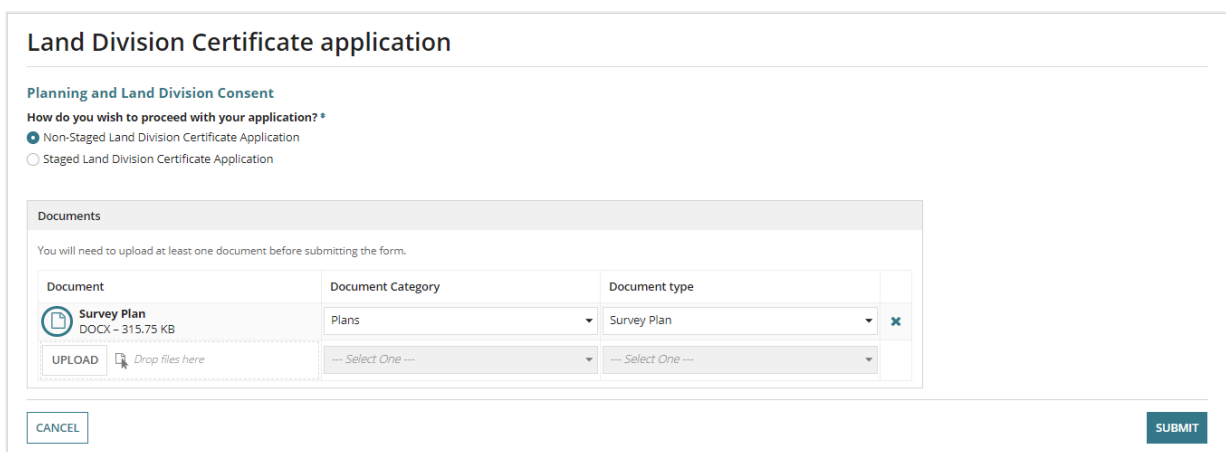
The Land Division Certificate application will ask how you wish to proceed, so select the applicable option.

Non-Staged

Select **Non-Staged Land Division Certificate Application**, and then **Upload** the final Survey Plan from a folder location on your computer.
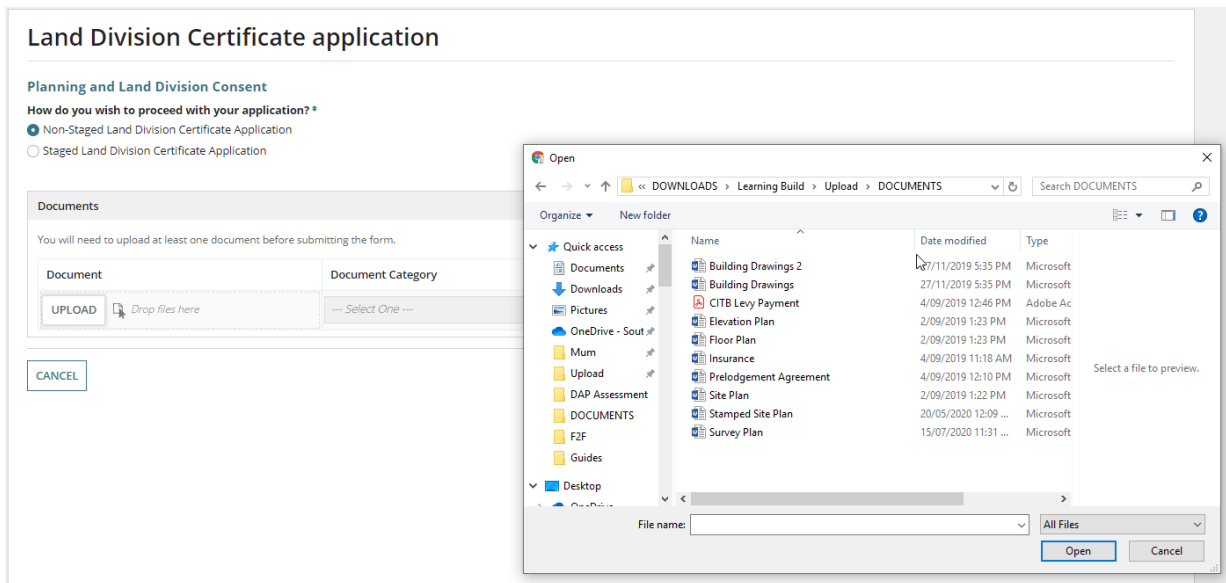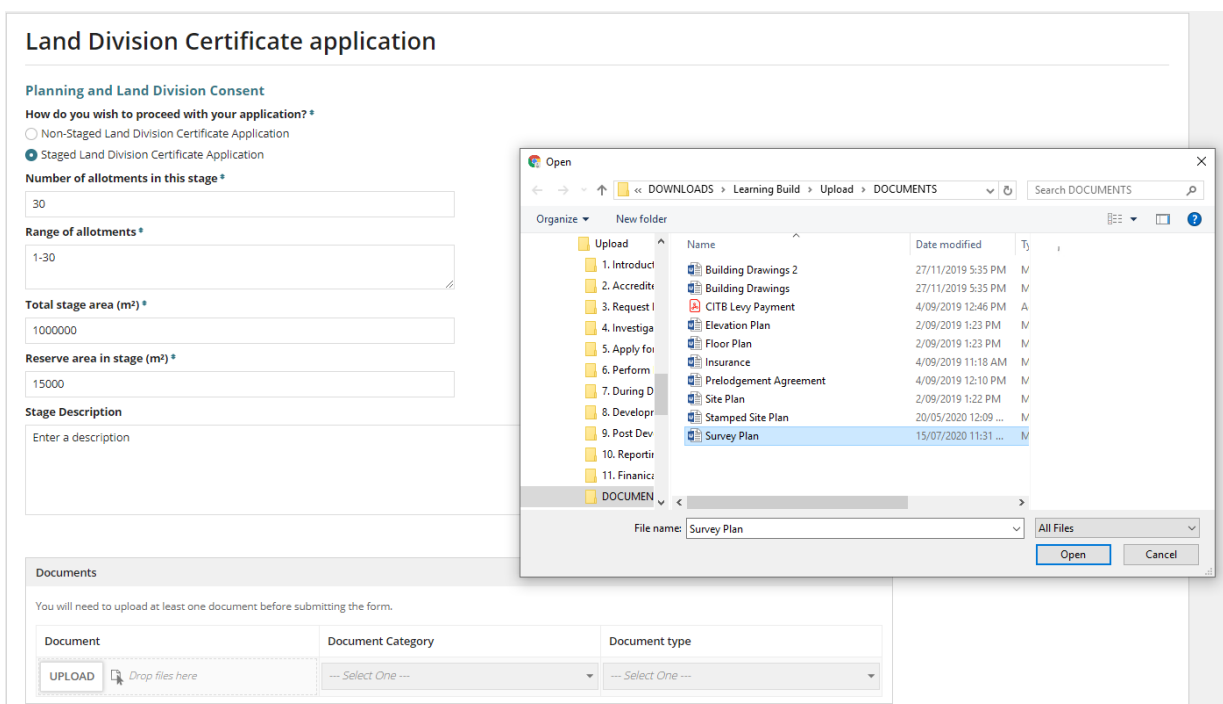

Categorise the uploaded Survey Plan and **Submit** to complete the application and send it to State Planning Commission Assessment Panel (SCAP) Planning Services to issue the certificate.

Staged

Select **Staged Land Division Certificate Application** and then complete the stage details in the fields provided, and then **Upload** the final Survey Plan from a folder location on your computer.

> If you have previously submitted a staged certificate application you are asked if this is the final stage of the application; complete the document upload section and click **Submit** to proceed.

Categorise the uploaded Survey Plan and **Submit** to complete the application and send it to State Planning Commission Assessment Panel (SCAP) Planning Services to issue the certificate.
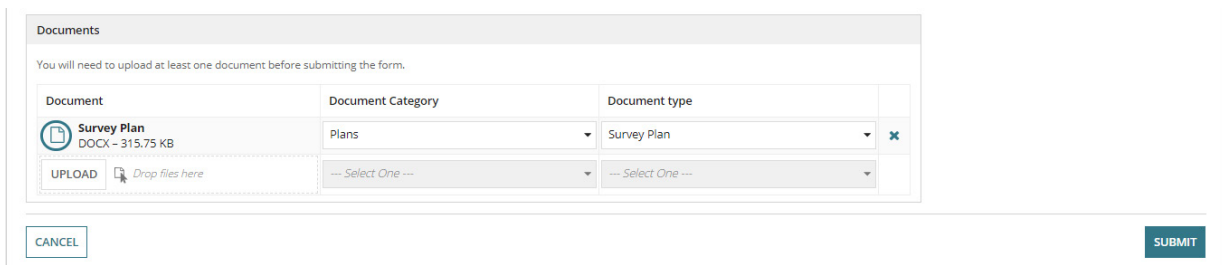
Select **Home** in the confirmation of the Land Division Certificate application, noting the application ID number.
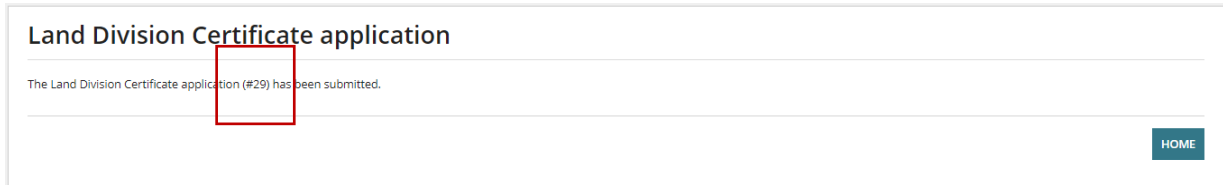

On return to the **Your Applications** dashboard, go to **Land Division Certificate** to view the in progress certificate application.
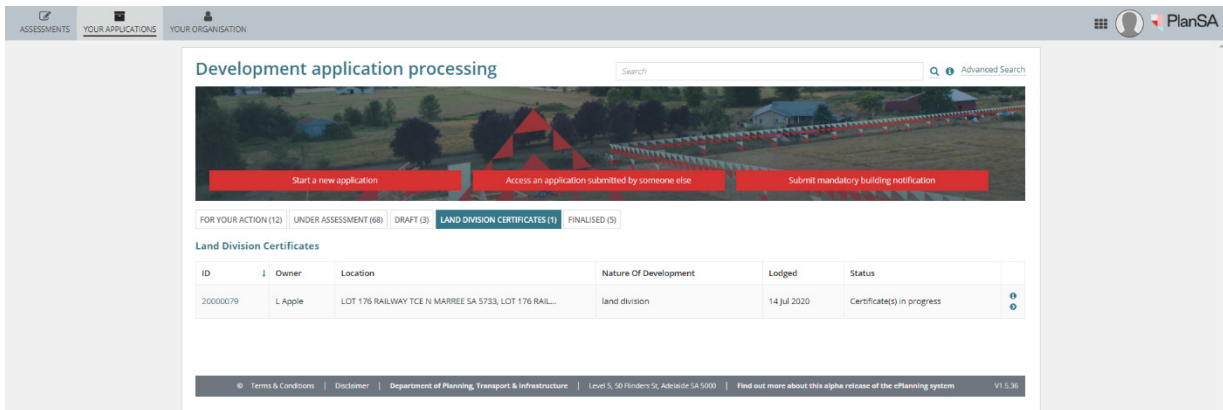
On submitting the application an email confirmation advises the successful submission of the Land Division Certificate, and then follow the link:

- **Development application** - to view the application from the Land Division Certificate to view the in progress certificate application.

- **Certificate section -** to go direct to the certificate details within the development application.
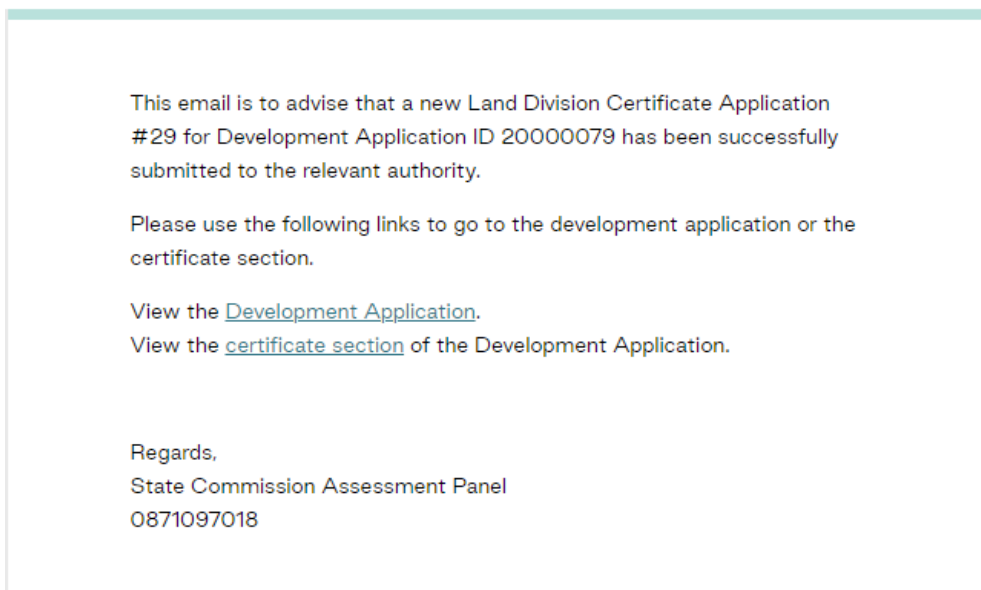
16.2 Submit Survey Plans

From the email confirmation advising of the successful submission of the Land Division Certificate, follow the link **Certificate section** to go direct to the certificate details within the Development Application to upload the Survey Plans.

Select the **Id** of the certificate to open.

Select **Submit Survey Plans** to upload.

Enter a reason for the submission (as needed) and upload the Survey Plan.

Categorise the uploaded Survey Plan, and **Submit** to attach.

The Survey Plan is available from the **Documents** table.

For more information visit
plan.sa.gov.au