

Module 16.1

# Submit Land Division Certificate Application

Issue Land Division Certificate of Approval

Instructional guide for:

- Applicants



**Version 2.0**  
17 July 2020



**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.

- Module 1: Introduction to PlanSA
- Module 2: Navigate the Planning Workflow
- Module 3: Manage Online Account
- Module 4: Submit a Development Application
- Module 5: Track a Development Application
- Module 6: Manage Team Workload
- Module 7: Verify Development Application (Planning, Land Division & Building)
- Module 8: Fee Payments
- Module 9: Assess Consent (Planning, Land Division & Building)
- Module 10: Public Notification
- Module 11: Request and Respond to Referrals (Internal and External)
- Module 12: Make Decision on the Assessed Consent
- Module 13: Variation to Development
- Module 14: Issue Development Approval
- Module 15: Appeals
- Module 16: Issue Land Division Certificate of Approval (CoA)**
- Module 17: Building Notification
- Module 18: Development Application Report, Section 7



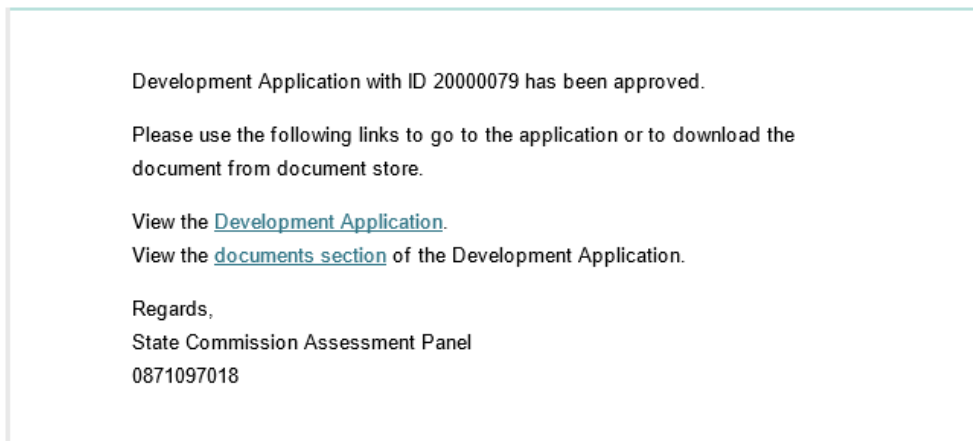
In addition to the Guide, there is a [video](#) available for **16.1 Submit an Application** which includes demonstrations on how to:

- 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).



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 screenshot shows the PlanSA web application interface. At the top, there are navigation tabs for 'ASSESSMENTS', 'YOUR APPLICATIONS', and 'YOUR ORGANISATION'. The main header is 'Development application processing' with a search bar and an 'Advanced Search' link. Below the header is a banner image of a construction site with three buttons: 'Start a new application', 'Access an application submitted by someone else', and 'Submit mandatory building notification'. A status bar indicates 'FOR YOUR ACTION (13)', 'UNDER ASSESSMENT (68)', 'DRAFT (5)', 'LAND DIVISION CERTIFICATES (0)', and 'FINALISED (6)'. The main content area is titled 'Applications for your action' and contains a table with the following data:

ID	Owner	Location	Nature Of Development	Relevant Authority	Lodged	Status
20000194	J Garland	4 WILLIAM ST BOOLEROO CENTRE SA 5482	Construct single storey house	District Council of Mount Remarkable	30 Jun 2020	Assessment on hold (applicant request)
20000126	J Sewart	40-42 O'BYRNE AV ROBE SA 5276	Detached Dwelling and garage	Assessment panel/Assessment manager at District Council of Robe		Payment required
20000079	L Apple	LOT 176 RAILWAY TCE N MARREE SA 5233, LOT 176 RAIL...	land division	Assessment panel/Assessment manager at State Commission Assessment Panel	6 Jul 2020	Certificate application required

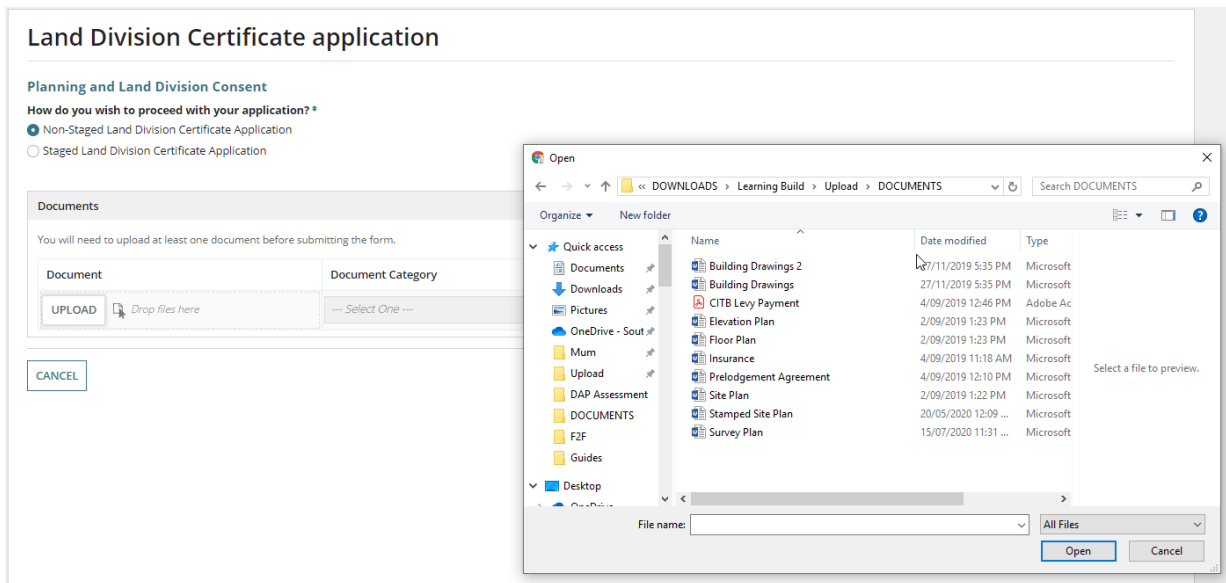
Below the table, there are tabs for 'STATUS DETAIL', 'CONTACTS', and 'SUMMARY'. The 'STATUS DETAIL' tab is selected, showing details for 'Application 20000079'. A message states: 'This application currently requires 1 action from you: Apply for land division certificate for Planning and Land Division Consent'. A list of actions follows:

- Planning and Land Division consent: ✓ Granted 14 Jul 2020
- Development approval: ✓ Development approval granted 14 Jul 2020
- Development application: ✓ Granted 14 Jul 2020
- Land Division Certificate(s): Certificate application required

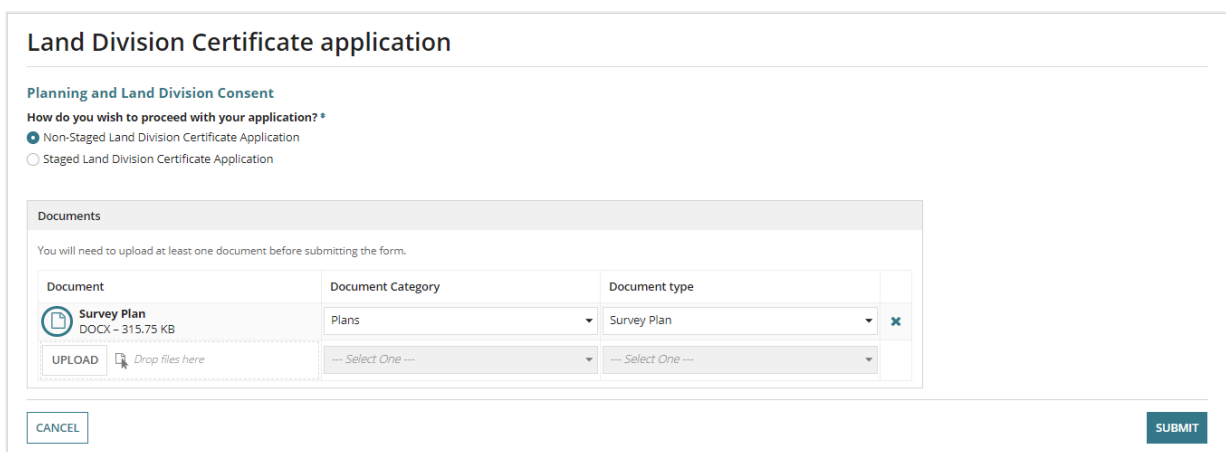
The Land Division Certificate application will ask how you wish to proceed, so select the applicable option.

### Non-Staged

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



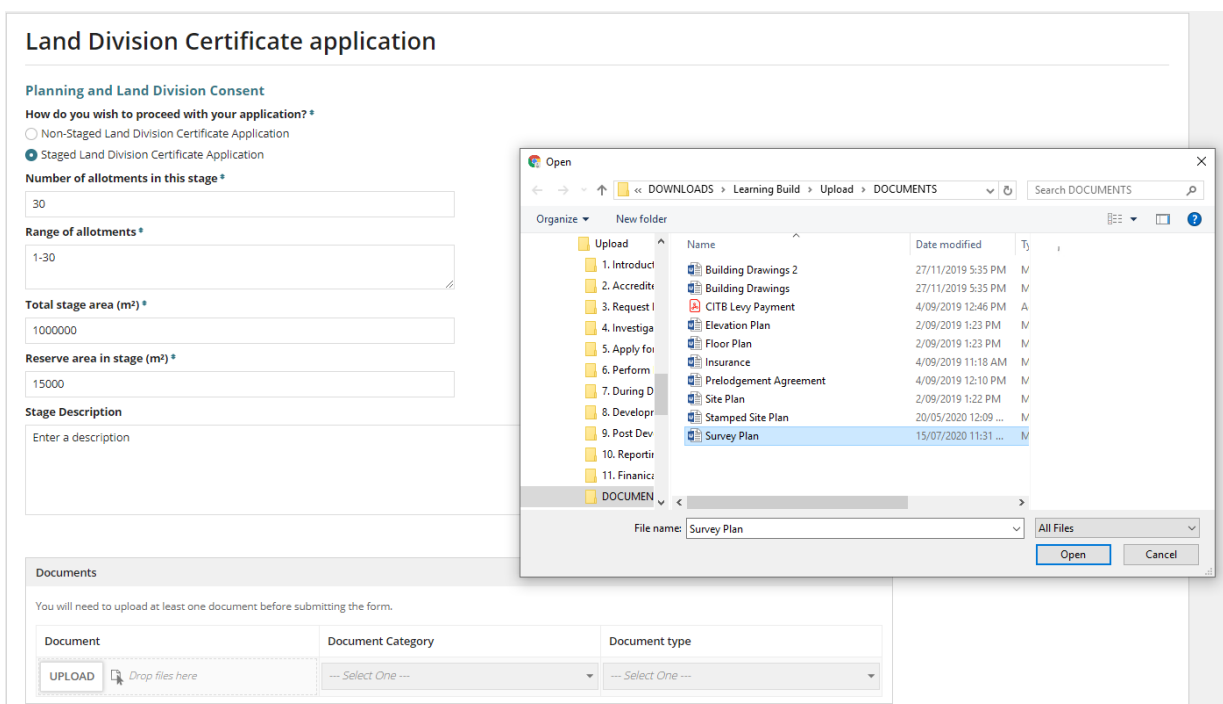
Categorise the uploaded Survey Plan and **Submit** to complete the application and send it to State Planning Commission Assessment Panel (SCAP) Planning Services to issue the certificate.



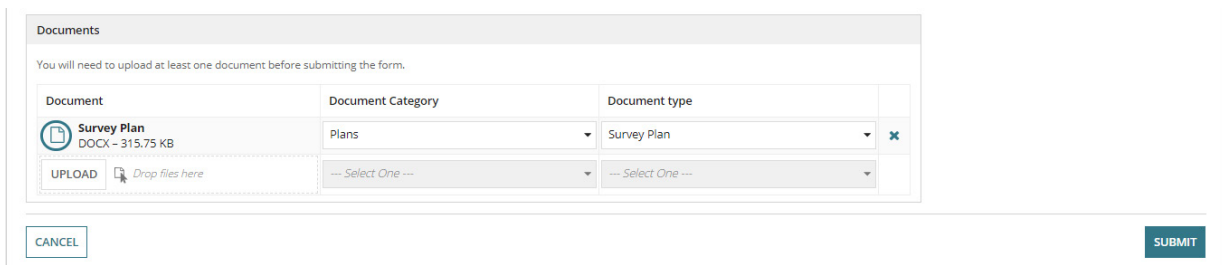
## Staged

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.

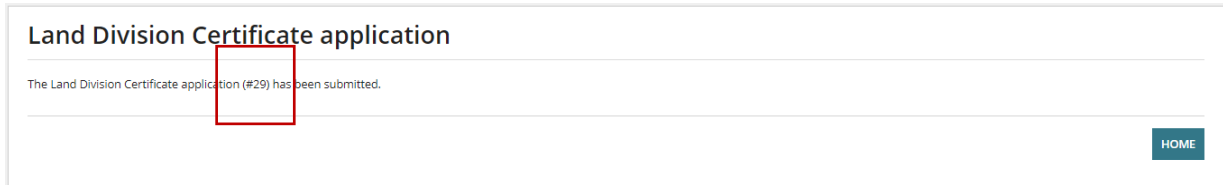
If you have previously submitted a staged certificate application you are asked if this is the final stage of the application; complete the document upload section and click **Submit** to proceed.



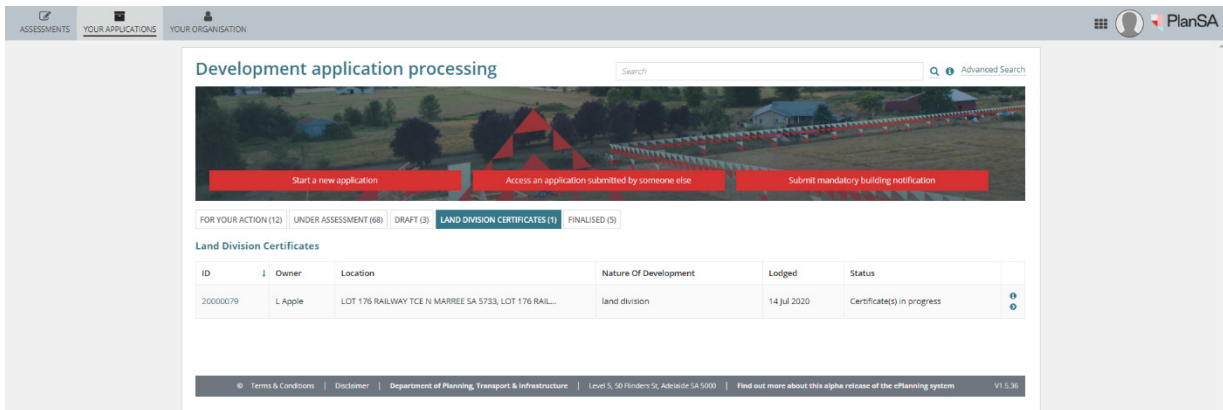
Categorise the uploaded Survey Plan and **Submit** to complete the application and send it to State Planning Commission Assessment Panel (SCAP) Planning Services to issue the certificate.



Select **Home** in the confirmation of the Land Division Certificate application, noting the application ID number.

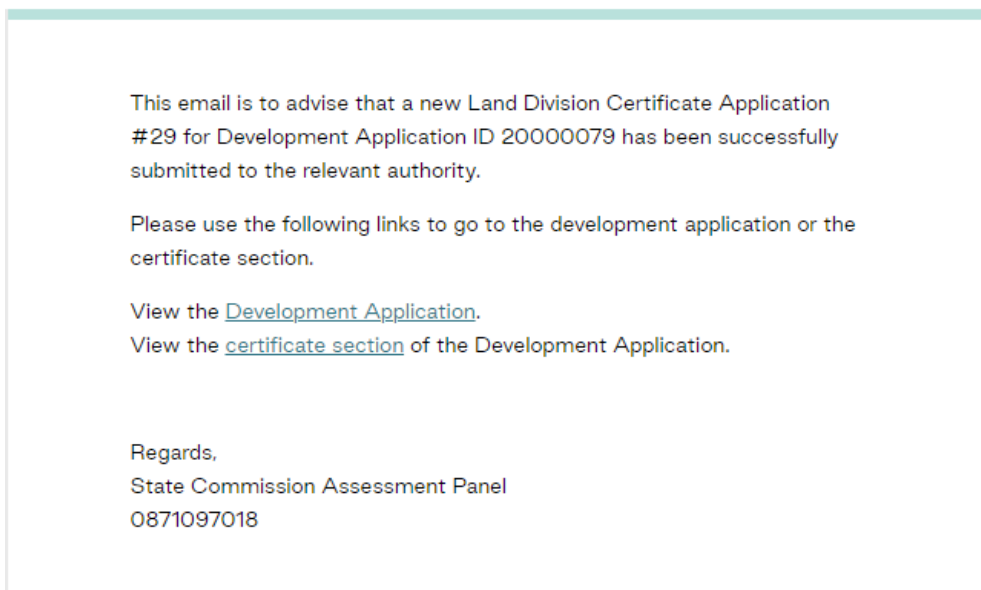


On return to the **Your Applications** dashboard, go to **Land Division Certificate** to view the in progress certificate application.



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.

Development application: 20000079

Summary Documents Event History **Land Division Certificates** Sharing access Related Actions

< Development application 20000079

Land Division Certificates for Planning and Land Division Consent

Go to Development Approval Go to Planning and Land Division Consent

Id ↑	Re-issue of	Staged?	Final Stage?	Submitted Date	Lapses	Status	Actions
29	No	No	No	15 Jul 2020		Submitted	

Select **Submit Survey Plans** to upload.

Land Division Certificate - 29

CONSISTENCY CHECK RESPOND CLEARANCE REQ'S **SUBMIT SURVEY PLANS** ...

Summary Clearance Requirements Open Space Fee Advices Related Actions

< Development application 20000079

Land Division Certificate Details

Certificate Number	29	Certificate Stage Number	001
Certificate Status	Submitted	Development Number	
Application Certificate	20000079		
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha.Woods@sa.gov.au		

Issue Certificate Checklist

All fees paid or waived?	No
Any outstanding clearance requirements?	Yes
Is certificate consistent?	No

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

Land Division Certificate - 29

Summary Inconsistencies Clearance Requirements Open Space Fee Advices Withdrawals **Related Actions**

Submit Survey Plans for Land Division Certificate

Application ID: 20000079

Land Division Certificate ID: 29

Reason For Submission

Attachments

Document	Document Category
UPLOAD  Drop files here	--- Select One ---

Open

File name: Survey Plan

Open Cancel



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

**Land Division Certificate - 29**

Summary Inconsistencies Clearance Requirements Open Space Fee Advices Withdrawals **Related Actions**

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### Submit Survey Plans for Land Division Certificate

Application ID: 20000079  
Land Division Certificate ID: 29

Reason For Submission

**Attachments**

Document	Document Category	Document type	
Survey Plan DOCX - 611.69 KB	Plans	Survey Plan	x
UPLOAD  Drop files here	--- Select One ---	--- Select One ---	

CANCEL SUBMIT

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

**Land Division Certificate - 29** SUBMIT SURVEY PLANS WITHDRAW CERTIFICATE

Summary Inconsistencies Clearance Requirements Open Space Fee Advices Withdrawals Related Actions

< Development application 20000079

**Land Division Certificate Details**

Certificate Number	29	Certificate Stage Number	001
Certificate Status	Submitted	Development Number	
Application Certificate	20000079		
Development Approval Number	155		
Submitted Date	15 Jul 2020 12:11		
Submitted By	Sascha Woods		

**Issue Certificate Checklist**

All fees paid or waived?	Yes <input checked="" type="checkbox"/>
Any outstanding clearance requirements?	No <input checked="" type="checkbox"/>
Is certificate consistent?	Yes <input checked="" type="checkbox"/>

**Submission Details** Documents

How do you wish to proceed with your application?  
Non-Staged Land Division Certificate Application

Document	Document type	Type Description	Date Created	Edit
SurveyPlan-18617.docx	Survey Plan		15 Jul 2020 12:11	

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

