



## NOTIFICATIONS & CERTIFICATE OF OCCUPANCY – PlanSA Portal

### Building Notifications

At various stages of construction, the Contractor is required to notify the Council, via the PlanSA Portal, on the commencement or completion of works associated with the stage. Penalties may apply to Contractors who do not complete the Notifications appropriately.

Notifications can be completed by the Builder or Building Owner (or the applicant on behalf of the Builder).

To do this: Go to 'Building Notifications' and select 'Submit Mandatory Building Notifications'.

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

Help for this section

< Development application 22026064

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: Retail fitout

Notification	Submitter and Date Notified	Date of Activity	To Be Inspected?	Actions
Commencement of Building work	Not yet submitted	Not yet submitted	-	
Completion of Building work	Not yet submitted	Not yet submitted	-	
Completion of Statement of Compliance and other documents required to be provided at the completion of building work	Not yet submitted	Not yet submitted	-	

Submit Mandatory Building Notification

Alternatively, if you don't have access to the Portal ID application, you can still submit notifications via your dashboard by clicking the red box 'Submit Mandatory Building Notifications'.

Note: You must have a PlanSA account before doing this. To create an account go to:

[https://plan.sa.gov.au/development\\_applications/lodge\\_an\\_application/create\\_an\\_online\\_account](https://plan.sa.gov.au/development_applications/lodge_an_application/create_an_online_account)

ASSESSMENTS YOUR APPLICATIONS CERTIFICATE OF OCCUPAN... USER PROFILE

Development application processing

Submit mandatory building notification Submit building rectification notification Reporting

FOR YOUR ACTION (18) ASSESSMENT IN PROGRESS (95) WAITING (0) UPCOMING (25) COMPLETED (1091) BUILDING NOTIFICATIONS (0) RECTIFICATION NOTIFICATIONS (0)

Help for this section



Select required notification to complete and then select 'NEXT'

### Pending notifications

#### Building Consent

#### Retail fitout

- Commencement of Building work
- Completion of Building work
- Completion of Statement of Compliance and other documents required to be provided at the completion of building work

STATEMENT OF COMPLIANCE FORM

NEXT

The next screen looks like the following:

**Builder details**

**Date of Activity \***

dd/mm/yyyy

The Notification Date will be the date you submit this notification. The Activity Date should be the date you will commence or complete the specified activity, depending on the notification request. For example, If the notification reads, one business days notice of the commencement of a concrete pour, the activity date provided should be the date of the pour.

**Comments**

0/5000

**Who is providing this notification? \***

- Licensed Building Work Contractor
- Building Owner

[Add new Licensed Building Work Contractor Contact](#)

The final notification stage of development is the completion of building works. This is followed by the check box named "*Completion of Statement of Compliance and other documents required to be provided at the completion of building work*", which is where the Applicant or Builder generates the application for a Certificate of Occupancy.



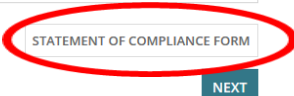
## Certificate of Occupancy

A Certificate of Occupancy is required for a new building, a building addition, or a change in building classification (i.e. the assignment of a Building Code class).

The signed documents required for the Certifier to release the Certificate of Occupancy includes the following however these documents are required to be uploaded onto the PlanSA Portal by the Builder (we also suggesting emailing to Trento Fuller):

- The Part A – BUILDERS – Statement
- The Part B – OWNERS – Statement
- The FORM 2 of the Essential Safety Provisions
- The FIRE REPORT from the Fire Authority (if required)
- Confirmation/Evidence CONDITIONS of the Building Consent have been completed

A blank statement of compliance can be downloaded by selecting ‘STATEMENT OF COMPLIANCE FORM’ (see below). A copy of the Form 2 can be downloaded from the “Documents” Tab however Trento Fuller will also have provided the Form 2 at the time Building Consent was issued.



If a Certificate of Occupancy is required, the Applicant (or Builder) will need to now apply for one by clicking on the 'Certificate of Occupancy' tab. The builder will require access to the development application. If they do not have access, a shared access code will need to be requested from the applicant.

When the Part A and B statements as well as Form 2’s have been completed and signed, the documents need to be uploaded onto the PlanSA Portal via the “Completion of Statement of Compliance and other documents required to be provided at the completion of building work” check box (as per the Pending Notifications image above) or the “Documents” Tab (below).



**TRENTO FULLER**  
Building Certifiers & Consultants

Trento Fuller Pty Ltd  
Suite 410  
147 Pirie Street  
Adelaide SA 5000

+61 8 8310 0212 tel  
admin@trentofuller.com.au  
www.trentofuller.com.au  
ABN 47 160 056 397

Once notifications have been completed and all documents uploaded onto the PlanSA Portal, the Council will be notified as to whether they will undertake an inspection. Note that Councils are now mandated to complete at least one staged inspection for 90% of all Commercial projects. The Compliance Fee covers the cost for Council's increased inspection requirements that were introduced with the Planning, Development and Infrastructure [PDI] Act.

Councils have an indefinite time to decide as to whether they want to undertake an inspection. We recommend touching base with the Council if no inspection decision has been provided within a reasonable time frame. If Council decides to inspect, they have 3 business days to complete the inspection and report. Only once the Council inspection queries have been addressed can the Private Certifier proceed to issue the Certificate of Occupancy.