

**Office Use Only**-----  
Date Application Received**MATT SHUTER**  
+associates**BCA COMPLETION (OCCUPATION) CERTIFICATE  
APPLICATION FORM****1. APPLICANT'S DETAILS**

Provide details of the person making this application "The Applicant":

<b>Applicant :</b>	
<b>Address :</b>	
<b>Telephone :</b>	
<b>Fax :</b>	
<b>Email :</b>	

**2. OWNER'S DETAILS**

Provide details of the current land owner/s:

<b>Name of Owner :</b>	
<b>Address :</b> <i>No, Street, Suburb, State, Postcode</i>	
<b>Telephone :</b>	
<b>Fax :</b>	
<b>Email :</b>	

**3. IDENTIFICATION OF LAND BEING DEVELOPED****It is important this information is accurate and completed in full** – please refer to title documents if you are unsure.

<b>Address :</b>	
<b>Lot No. :</b>	
<b>Section :</b>	
<b>DP/MPS No. :</b>	
<b>Volume/folio :</b>	
<b>Local Council Area:</b>	

#### 4. APPROVALS GRANTED

<b>Has a BCA Approval been previously granted for the design?</b> <small>(eg: Section 109R Certificate)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Who issued that BCA Design Approval?</b>	<input type="checkbox"/> Matt Shuter + Associates <input type="checkbox"/> Other, specify: _____	
<b>BCA Design Approval Details:</b>	Certificate No. _____ Certificate No. _____ Certificate No. _____	Date of Approval: _____ Date of Approval: _____ Date of Approval: _____

#### 5. BUILDING & DEVELOPMENT DESSCRIPTION

<b>What type of BCA Completion (Occupation) Certificate are you applying for?</b>	<input type="checkbox"/> Interim (for incomplete works, or part of a development) <input type="checkbox"/> Final (for a completed development)
<b>Describe the development you are applying to use or occupy?</b>	

#### 6. APPLICANT DECLARATION

The applicant must complete and sign the following declaration (each box **MUST** be ticked):

- ☐ I have/will be providing all relevant details requested in the BCA Completion Certificate Letter of Requirements
- ☐ I apply for approval to use or occupy the development and for MSA to issue a BCA Completion Certificate
- ☐ I declare all information in the application to be true and correct to the best of my knowledge

**Applicant Signature + Name**

⇐ Signature	⇐ Applicant Name

**Date**