

If you need help completing this form, please contact the Sanctuary Cove Community Services Pty Ltd on **07 5500 3333**. Please read 'Fact Sheet – Water Relief Fundamentals' for essential information prior to completing this Form.

Section 1 — Your Details

Name and address of Owner who is seeking relief from Principal Body Corporate (PBC)

Name: _____ (Me/Us)

Postal address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Email: _____

Section 2 — Lot Details

Sanctuary Cove property details.

Lot Number: _____ Body Corporate: _____

Property Address: _____

Section 3 — Claim

Checklist – Are you eligible (Yes, No, N/A)?

- ☐ The concealed leak was repaired in the main water supply pipe from which water enters the property.
NOTE: *Water loss or leakage associated with swimming pools, taps, toilet cisterns, irrigation systems, hot water systems, rainwater tanks, faulty top-up valves, plumbing fixtures, solar systems, hoses, jetties or pontoons are **not eligible** for relief.*
- ☐ The leak was repaired within two weeks of notification from SCCSL that a leak may exist?
- ☐ Proof the leak has been repaired (attach a copy of the tax invoice from the licenced plumber and photos of exposed leak)
NOTE: *Please ensure the invoice states specific location of leak within the property, pipe type and size, confirmation that the pipe does NOT service the pool, irrigation system or pond and the date of the repair.*
- ☐ The application is made within one billing period of identification or notification of the leak.
- ☐ The property on which the leak occurred must not have been subject to development, excavation or construction within the previous six months.
- ☐ Faulty Meter Replaced (attach a copy of the invoice from the licenced plumber stating date of replacement, final read, new meter serial number and details of testing conducted to conclude meter is over-reading)

Leak Details (attach a copy of the tax invoice from the licenced plumber)

Date leak suspected _____ Date leak repaired: _____

Two water meter readings

After leak is repaired, take two water meter readings one week apart in order to confirm your leak has been repaired successfully. Refer to Page 2 for instructions on 'How to Read Your Water Meter'.

Meter Serial Number:

Week One:

Week Two:

Date: _____

Date: _____

Reading: _____

Reading: _____

Section 4 — Authorisation

Signed by the Applicant

I/We acknowledge that:

I/we are seeking the approval of the PBC to issue a Water Relief credit for the specified claim period.

Signature: X _____ Signature: X _____

Date: _____ / _____ / _____ Date: _____ / _____ / _____

Section 5 — Contact

Submit this completed Form, together with all supporting documentation to:

Email: enquiries@scove.com.au or Post: Sanctuary Cove Community Services Pty Ltd, PO Box 15, Sanctuary Cove, Qld, 4212