

# REQUEST FOR WATER RELIEF

# FORM 10

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.

<b>Section 1 — Your Details</b>		
Name and address of Owner who is seeking relief from Principal Body Corporate (PBC)	Name: _____ (Me/Us)	
	Postal address: _____	
Suburb: _____	State: _____ Postcode: _____	
Phone: _____	Email: _____	
<b>Section 2 — Lot Details</b>		
Sanctuary Cove property details.	Lot Number: _____ Body Corporate: _____ Property Address: _____	
<b>Section 3 — Claim</b>		
<b><u>Checklist – Are you eligible (Yes, No, N/A)?</u></b>		
<input type="checkbox"/> The concealed leak was repaired in the main water supply pipe from which water enters the property. <i>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 <b>not eligible</b> for relief.</i>		
<input type="checkbox"/> The leak was repaired within two weeks of notification from SCCSL that a leak may exist?		
<input type="checkbox"/> Proof the leak has been repaired (attach a copy of the tax invoice from the licenced plumber and photos of exposed leak) <i>NOTE: Please ensure the invoice states specific location of leak within the property, pipe type and size, confirmation that the pipe does <b>NOT</b> service the pool, irrigation system or pond and the date of the repair.</i>		
<input type="checkbox"/> The application is made within one billing period of identification or notification of the leak.		
<input type="checkbox"/> The property on which the leak occurred must not have been subject to development, excavation or construction within the previous six months.		
<input type="checkbox"/> 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)		
<b><u>Leak Details (attach a copy of the tax invoice from the licenced plumber)</u></b>		
Date leak suspected _____	Date leak repaired: _____	
<b><u>Two water meter readings</u></b>		
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'.		
<b>Meter Serial Number:</b>  <input type="text" value="X"/>	<b>Week One:</b> Date: _____ Reading: _____	<b>Week Two:</b> Date: _____ Reading: _____
<b>Section 4 — Authorisation</b>		
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: <input type="text" value="X"/>	Signature: <input type="text" value="X"/>
Date: _____ / _____ / _____	Date: _____ / _____ / _____	
<b>Section 5 — Contact</b>		
Submit this completed Form, together with all supporting documentation to: Email: <a href="mailto:enquiries@scove.com.au">enquiries@scove.com.au</a> or Post: Sanctuary Cove Community Services Pty Ltd, PO Box 15, Sanctuary Cove, Qld, 4212		