IMPORTANT NOTICE

The body corporate office will very rarely hold hydraulic plans. It is recommended to contact GCCC to obtain a copy of these plans.

The body corporate office is only able to provide stamped approved plans.

A standard search is a search of the files within the body corporate office database. There is no guarantee the office will have a copy of the plans on file.

An archive retrieval is a recall from an offsite warehouse and once again there is no guarantee that an approved copy of the plans will located in archives.

All Plan / Search requests must be paid for prior to the search being conducted.

Payment can be made cash, cheque or EFT.

PLAN/SEARCH REQUEST   Form 49

Plan/Search Request

If you need help completing this form, please contact the Body Corporate Office on **07 5500 3333**.

Section 1 — Application Date	
Date.	Application date ☐☐ / ☐☐ / ☐☐☐☐

Section 2 — Site Address	
Sanctuary Cove property address.	Body Corporate .... Lot Number .... Address .... , SANCTUARY COVE, QLD 4212

Section 3 — Applicant Details	
Applicant name and contact details. **(Must be Lot Owner or Registered Representative of Lot Owner)**	Full Name .... Address .... Phone .... Business Fax .... Mobile .... Email .... @ ....

Section 4 — Plan Requests *(please tick)*	
Plan Request/s.	☐ **Architectural Plan/s** (floor plan, site plan, elevations . . .) Please Specify .... ☐ **Landscaping Plan/s** ☐ **ALL** Available Plans

Section 5 – Search Fees *(please tick)*

Standard Search (Within 5 working days)   ☐ $27.00 (inc GST)

Recall of Archived Files (Within 3 working days)   ☐ $38.00 (inc GST) Per Box

EFT – SANCTUARY COVE COMMUNITY SERVICES LTD   BSB – 184-446   ACC – 304477623

Section 6 — Printing Fees

A4 (297mm x 210mm)	$0.70			
A3 (420mm x 297mm)	$1.40	**A1** (841mm x 594mm)	$POA	
A2 (570mm x 420mm)	$POA	**A0** (1189mm x 841mm)	$POA	

Section 7 – Preferred form of Receipt *(please tick)*

☐ **Collection from** Sanctuary Cove Body Corporate Offices

☐ **Posted to:** ....
(Postage & Handling charges will apply – quote available upon request).

Section 8 – Authority

Signature .... **Applicant Name** (PLEASE PRINT) ....

Dated ☐☐ / ☐☐ / ☐☐☐☐

Section 9 – Contact

Please scan and email this form to **enquiries@scove.com.au** *or* fax to **07 5500 3344.**