

Form 405 – Builder Signage Application



If you require assistance in 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 Lot Number Body Corporate
Address....., SANCTUARY COVE QLD 4212

Section 3 — APPLICANT DETAILS

Applicant Name (Individual)
(Company)
Address State Postcode
Phone Fax Mobile
Email @
Signature: Dated: / /

Section 4 — BUILDER DETAILS (INCLUDE BUILDER LICENCE NUMBER)

Builder Name (Individual)
(Company)
Address State Postcode
Phone Fax Mobile
Email @
Signature Dated: / /

*Builder License Number Required
Builder License No.

Section 5 — COMPLIANCE CRITERIA (CHECK LIST)

1. Sign must clearly show:

- ☐ Street and/or Lot Number
- ☐ Building Approval Number (BAN)
- ☐ The “Responsible Person for Site”. This must include the full name and mobile contact number of responsible individual. Alternatively, this information can be incorporated on a separate sign adjacent to the builder’s sign.
- ☐ Builder’s Emergency Contact Number
- ☐ Builder’s Licence Number
- ☐ Lettering no smaller than 5cm in height



- ☐ Sign dimensions MUST NOT exceed 900mm high | 600mm wide | Piping – 60mm diameter (maximum)
- ☐ NO fluorescent colours permitted.
- ☐ Only ONE sign per Lot (excluding ‘Responsible Person’). Sign MUST be located wholly on Lot.
- ☐ Image of proposed signage design to be provided to the body corporate office prior to approval being issued.

Section 6 — CONTACT

Please scan and email this form along with an image of proposed signage design to buildingapprovals@scove.com.au.