



## **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 be 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

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

Section 1 — Application Date			
Date.	Application date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
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. <small>(Must be Lot Owner or Registered Representative of Lot Owner)</small>	Full Name ..... Address ..... Phone ..... Business Fax ..... Mobile ..... Email ..... @ .....		
Section 4 — Plan Requests <i>(please tick)</i>			
Plan Request/s.	<input type="checkbox"/> <b>Architectural Plan/s</b> (floor plan, site plan, elevations . . .) Please Specify ..... <input type="checkbox"/> <b>Landscaping Plan/s</b> <input type="checkbox"/> <b><u>ALL</u> Available Plans</b>		
Section 5 – Search Fees <i>(please tick)</i>			
Standard Search ( Within 5 working days)	<input type="checkbox"/> \$27.00 ( inc GST)		
Recall of Archived Files ( Within 3 working days)	<input type="checkbox"/> \$38.00 ( inc GST) per box retrieved		
EFT – SANCTUARY COVE COMMUNITY SERVICES LTD    BSB – 184-446    ACC – 304477623			
Section 6 — Printing Fees			
<b>A4</b> (297mm x 210mm)	\$0.70	<b>A1</b> (841mm x 594mm)	\$POA
<b>A3</b> (420mm x 297mm)	\$1.40	<b>A0</b> (1189mm x 841mm)	\$POA
<b>A2</b> (570mm x 420mm)	\$POA		
Section 7 – Preferred form of Receipt <i>(please tick)</i>			
<input type="checkbox"/> <b>Collection from</b> Sanctuary Cove Body Corporate Offices			
<input type="checkbox"/> <b>Posted to:</b> ..... <small>(Postage &amp; Handling charges will apply – quote available upon request).</small>			
Section 8 – Authority			
Signature ..... <b>Applicant Name</b> (PLEASE PRINT) .....			
Dated <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Section 9 – Contact			
Please scan and email this form to <b>enquiries@scove.com.au</b> or fax to <b>07 5500 3344</b> .			