



Date >> 05 August 2025

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Dear Sir/Madam

Action Notice

Planning Act 2016

Council acknowledges receipt of your application on 23 July 2025 and advises that the application is not properly made pursuant to the *Planning Act 2016*.

Application Details

Application no:	RAL25/0053
Assessment no.	0934060
Proposal:	Lot Creation - One into Two Lots
Development Type:	Development Permit - Reconfiguring a Lot
Street address/s:	13 Stagpole Street WEST END QLD 4810
Real property description/s:	Lot 174 T 11869
Applicant's reference:	NP25.165

Reasons and Actions Required

The reason why the application requires an Action Notice is;

- Not accompanied by the required fee.

The action required to make the application properly made, are provided below:

- Payment of the required application fee of \$3,796.00 as per the tax invoice issued on 23 July 2025.

Pursuant to section 51 of the *Planning Act 2016*, the applicant must take the actions identified above to make the application properly made. Pursuant to section 3.2 of the Development Assessment Rules under the *Planning Act 2016*, the applicant must comply with all of the actions and give notice of compliance to the assessment manager within 20 business days of this notice (or further agreed period), otherwise the application will be taken to have not been made and the application will be returned.

If you have any further queries in relation to the above, please do not hesitate to contact Jake Kidner on telephone 07 4417 5240 or email developmentassessment@townsville.qld.gov.au.

Yours faithfully

A handwritten signature in black ink, appearing to be 'J. Kidner', written over a faint, larger signature.

For Assessment Manager
Planning and Development