



Date >> 09 July 2024

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Dear Sir/Madam

Action Notice

Planning Act 2016

Council acknowledges receipt of your application on 26 June 2024 and advises that the application is not properly made pursuant to the *Planning Act 2016*.

Application Details

Application no:	MCU21/0089.03
Assessment no.	13901029
Proposal:	Minor Change to Development Approval associated with MI16/0015
Development Type:	Development Permit- Material Change of Use
Street address/s:	325 Shaw Road SHAW QLD 4818
Real property description/s:	Lot 19 SP 107219
Applicant's reference:	CA 34/24

Reasons and Actions Required

The reason why the application requires an Action Notice are;

- Not made in the approved form.

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

- Provide DA Form 1, as required by Part 6 of DA Form 5 section 10 and 12 and Part 7 of DA Form 5 section 13. An Other Change application is assessed as if it was a new application and will require this DA application form. Form 1 will repeat information from Form 5.
- DA Form 5 - Change Application Form requires the following sections to be completed:
 - Part 6 Other Change Application Requirements specifically section 10, 11 and 12. Further information on the referral triggers can be found under Schedule 10 of the Planning Regulation 2017.
 - Part 7 section 14 - Applicant declaration

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 Maris-Claire Salazar on telephone 07 4727 9412 or email developmentassessment@townsville.qld.gov.au.

Yours faithfully



For Assessment Manager
Planning and Development