



Date >> 08 May 2025

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Dear Sir/Madam

## Action Notice

### Planning Act 2016

Council acknowledges receipt of your application on 28 April 2025 and advises that the application is not properly made pursuant to the *Planning Act 2016*.

#### Application Details

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<b>Application no:</b>	MCU22/0026.01
<b>Assessment no.</b>	0934057
<b>Proposal:</b>	Change (Other - Impact) to Development Permit - Rooming Accommodation (7 Rooms) combined with DBW22/0007.01
<b>Development Type:</b>	Development Permit - Material Change of Use and Building Works
<b>Street address/s:</b>	1-5 Stagpole Street WEST END QLD 4810
<b>Real property description/s:</b>	Lot 169 EP 2263 Vol 733 Fol 00239 Lot 170 EP 2263 Vol 911 Fol 00046
<b>Applicant's reference:</b>	NCD-012-22

#### Reasons and Actions Required

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The reasons why the application requires an Action Notice are;

- Not accompanied by the documents required under the form.
- Not accompanied by the required fee.

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

- Paid the required fee
- Provide a cover letter outlining the proposal and summarise how it meets the planning requirements under the scheme to be displayed on Council's website for public view.

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](mailto:developmentassessment@townsville.qld.gov.au).

Yours faithfully



**For Assessment Manager**  
Planning and Development