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**Our Ref:** 22-12/001432

**Your Ref:** ROL 2023\_5271/1

**Date:** 27 January 2026

Chief Executive Officer  
Douglas Shire Council  
PO Box 723  
MOSSMAN QLD 4873

**Via: Email – [enquires@douglas.qld.gov.au](mailto:enquires@douglas.qld.gov.au)**

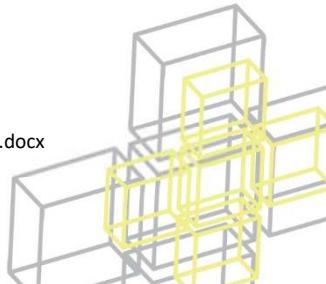
Dear Sir/Madam,

**RE: CHANGE APPLICATION UNDER SECTION 78 OF THE PLANNING ACT 2016 IN RELATION  
TO A DEVELOPMENT PERMIT FOR RECONFIGURING A LOT (1 LOT INTO 6 LOTS PLUS  
COMMON PROPERTY) OVER LAND AT 501 – 505 OLD PORT ROAD, CRAIGLIE**

Planning Plus (QLD) Pty Ltd has been engaged by Northern Palms Pty Ltd (the ‘applicant’) to prepare and lodge the abovementioned ‘change application’ with Douglas Shire Council.

Completed DA Form 5 is included as **Annexure 1** and we request that Council issue an invoice for relevant application fees.

In addition to the above, the following submission has been prepared to assist Council and other relevant authorities with their assessment of the application.



## **1.0. Proposal**

The applicant wishes to limit the extent of the proposed Community Titles Scheme to those lots which gain access via the proposed Common Property driveway, being Lots 4 – 6. Lots 1 – 3 which front and gain access from Old Port Road do not require the benefit of the proposed Common Property and therefore should not form part of the associated Community Titles Scheme.

Following consultation with the project surveyor, it is noted that two (2) separate survey plans will be required to achieve this outcome, with the first being to create Lots 1 – 3 plus balance lot, and the second being to create Lots 4 – 6 plus Common Property. All six (6) lots cannot be created on a single plan due to the split between Standard Format and Community Title lots.

Given the above, it is proposed to simply stage the approval with Lots 1 – 3 forming Stage 1, and Lots 4 – 6 forming Stage 2 (copy of updated proposed plan included as **Annexure 2**). As Council is aware, all construction works have been completed for the full development, so this staging is simply to allow for the endorsement of two (2) separate survey plans (which will be lodged for endorsement and titles concurrently).

## **2.0. Legislative Considerations**

### **2.1 Planning Act 2016**

This section provides an overview of the legislative context of the application under the provisions of the Planning Act 2016.

#### **2.1.1 Type of Change Application**

The proposed changes are considered to be 'minor' changes for the purpose of the Planning Act 2016 as they do not result in 'substantially different development'.

#### **2.1.2 Responsible Entity**

The 'responsible entity' for this application is Douglas Shire Council.

#### **2.1.3 Affected Entities**

The proposed change application does not impact any referral agency conditions, therefore there are no 'affected entities'.

#### **2.1.4 Public Notification**

The proposed 'minor' changes do not require public notification.

## **3.0. Assessment Benchmarks**

### **3.1 Overview**

This section provides an assessment of the application against relevant assessment benchmarks.

### **3.2 State Planning Regulatory Provisions**

No State Planning Regulatory Provisions are relevant to this application.

### **3.3 State Planning Policy**

The State Planning Policy is relevant to the assessment of this application where a State interest is not appropriately reflected in the Planning Scheme relevant to the site. It is understood that recent updates to the State Planning Policy are not reflected in the current Douglas Shire Council Planning Scheme, however based on our review of the updates, it is considered unlikely that any the proposed changes to the development will cause any inconsistencies with the updated policy.

### **3.4 State Development Assessment Provisions (SDAP)**

No State Development Assessment Provisions are identified as being applicable to the proposal.

### **3.5 Douglas Shire Council Planning Scheme**

The proposed changes are not considered to result in any new or increased impacts which would cause conflicts with the Douglas Shire Planning Scheme.

#### **4.0 Conclusion**

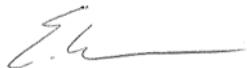
This submission supports an application by Northern Palms Pty Ltd for a 'minor change' to a Development Permit for Reconfiguring a Lot over land at 501 – 505 Old Port Road, Craigie.

The submission has included an assessment of the proposal against the relevant statutory planning controls at both the local and state level and included supporting information intended to address the likely concerns of Council and assessing authorities.

In summary, we submit that the proposed development is unlikely to have any significant impacts on the infrastructure, environment or community of the surrounding area that cannot be adequately controlled through the use of reasonable and relevant conditions.

We trust this information is sufficient for your purposes; however should you require any further details or clarification, please do not hesitate to contact the undersigned.

Yours Faithfully



**Evan Yelavich**  
**Director / Planner**  
**Planning Plus QLD Pty Ltd**

Annexure 1: DA Form 5  
Annexure 2: Updated Proposal Plan

## **Annexure 1: DA Form 5**

# Change application form

Planning Act Form 5 (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form is to be used for a change application made under section 78 of the *Planning Act 2016*. It is important when making a change application to be aware of whether the application is for a minor change that will be assessed under section 81 of the *Planning Act 2016* or for an other change that will be assessed under section 82 of the *Planning Act 2016*.

An applicant must complete all parts of this form, and provide any supporting information that the form identifies as being required to accompany the change application, unless stated otherwise. Additional pages may be attached if there is insufficient space on the form to complete any part.

**Note:** All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

## PART 1 – APPLICANT DETAILS

1) Applicant details	
Applicant name(s) (individual or company full name)	Northern Palms Pty Ltd
Contact name (only applicable for companies)	Evan Yelavich
Postal address (P.O. Box or street address)	C/- Planning Plus, PO Box 399
Suburb	REDLYNCH
State	QLD
Postcode	4870
Country	
Email address (non-mandatory)	<a href="mailto:evan@planningplusqld.com.au">evan@planningplusqld.com.au</a>
Mobile number (non-mandatory)	
Applicant's reference number(s) (if applicable)	

2) Owner's consent - Is written consent of the owner required for this change application?

**Note:** Section 79(1A) of the *Planning Act 2016* states the requirements in relation to owner's consent.

Yes – the written consent of the owner(s) is attached to this change application  
 No

## PART 2 – LOCATION DETAILS

3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable)

3.1) Street address and lot on plan

Street address **AND** lot on plan (all lots must be listed), **or**  
 Street address **AND** lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed).

a)	Unit No.	Street No.	Street Name and Type	Suburb
		501 - 505	Old Port Road	Craigie
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)
	4877	303	C2251	Douglas Shire
b)	Unit No.	Street No.	Street Name and Type	Suburb
	Postcode	Lot No.	Plan Type and Number (e.g. RP, SP)	Local Government Area(s)



Queensland  
Government

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

**Note:** Place each set of coordinates in a separate row.

Coordinates of premises by longitude and latitude

Longitude(s)	Latitude(s)	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

Coordinates of premises by easting and northing

Easting(s)	Northing(s)	Zone Ref.	Datum	Local Government Area(s) (if applicable)
		<input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56	<input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: <input type="text"/>	

3.3) Additional premises

Additional premises are relevant to the original development approval and the details of these premises have been attached in a schedule to this application  
 Not required

## PART 3 – RESPONSIBLE ENTITY DETAILS

4) Identify the responsible entity that will be assessing this change application

**Note:** see section 78(3) of the Planning Act 2016

Douglas Shire Council

## PART 4 – CHANGE DETAILS

5) Provide details of the existing development approval subject to this change application

Approval type	Reference number	Date issued	Assessment manager/approval entity
<input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval	ROL 2023_5271/1	26/12/23	DSC
<input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval			

6) Type of change proposed

6.1) Provide a brief description of the changes proposed to the development approval (e.g. changing a development approval for a five unit apartment building to provide for a six unit apartment building):

Limiting of Community Title to Lots 4 – 6 and allow staging to facilitate this.

6.2) What type of change does this application propose?

Minor change application – proceed to Part 5  
 Other change application – proceed to Part 6

## PART 5 – MINOR CHANGE APPLICATION REQUIREMENTS

7) Are there any affected entities for this change application

No – proceed to Part 7  
 Yes – list all affected entities below and proceed to Part 7

<p><b>Note:</b> section 80(1) of the Planning Act 2016 states that the person making the change application must give notice of the proposal and the details of the change to each affected entity as identified in section 80(2) of the Planning Act 2016.</p>		
Affected entity	Pre-request response provided? (where a pre-request response notice for the application has been given, a copy of the notice must accompany this change application)	Date notice given (where no pre-request response provided)
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	
	<input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application	

## PART 6 – OTHER CHANGE APPLICATION REQUIREMENTS

**Note:** To complete this part it will be necessary for you to complete parts of DA Form 1 – Development application details and in some instances parts of DA Form 2 – Building work details, as mentioned below. These forms are available at <https://planning.dsdpip.qld.gov.au>.

8) Location details - Are there any additional premises included in this change application that were not part of the original development approval?

No  
 Yes

9) Development details

9.1) Is there any change to the type of development, approval type, or level of assessment in this change application?

No  
 Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 – Development application details as these sections relate to the new or changed aspects of development are provided with this application.

9.2) Does the change application involve building work?

No  
 Yes – the completed Part 5 (Building work details) of DA Form 2 – Building work details as it relates to the change application is provided with this application.

10) Referral details – Does the change application require referral for any referral requirements?

**Note:** The application must be referred to each referral agency triggered by the change application as if the change application was the original development application including the proposed change.

No  
 Yes – the completed Part 5 (Referral details) of DA Form 1 – Development application details as it relates to the change application is provided with this application. Where referral is required for matters relating to building work the [Referral checklist for building work](#) is also completed.

11) Information request under Part 3 of the DA Rules

I agree to receive an information request if determined necessary for this change application  
 I do not agree to accept an information request for this change application

**Note:** By not agreeing to accept an information request I, the applicant, acknowledge:

- that this change application will be assessed and decided based on the information provided when making this change application and the assessment manager and any referral agencies relevant to the change application are not obligated under the DA Rules to accept any additional information provided by the applicant for the change application unless agreed to by the relevant parties
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.

Further advice about information requests is contained in the [DA Forms Guide: Forms 1 and 2](#).

## 12) Further details

Part 7 of *DA Form 1 – Development application details* is completed as if the change application was a development application and is provided with this application.

# PART 7 – CHECKLIST AND APPLICANT DECLARATION

## 13) Change application checklist

I have identified the:

- responsible entity in 4); and
- for a minor change, any affected entities; and
- for an other change all relevant referral requirement(s) in 10)

Yes

**Note:** See the *Planning Regulation 2017* for referral requirements

For an other change application, the relevant sections of <i>DA Form 1 – Development application details</i> have been completed and is attached to this application	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not applicable
For an other change application, where building work is associated with the change application, the relevant sections of <i>DA Form 2 – Building work details</i> have been completed and is attached to this application	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Not applicable
Supporting information addressing any applicable assessment benchmarks is attached to this application	
<b>Note:</b> This includes any templates provided under 23.6 and 23.7 of <i>DA Form 1 – Development application details</i> that are relevant as a result of the change application, a planning report and any technical reports required by the relevant categorising instrument(s) (e.g. the local government planning scheme, State Planning Policy, State Development Assessment Provisions). For further information, see <a href="#">DA Forms Guide: Planning report template</a> .	<input checked="" type="checkbox"/> Yes
Relevant plans of the development are attached to this development application	
<b>Note:</b> Relevant plans are required to be submitted for all relevant aspects of this change application. For further information, see <a href="#">DA Forms Guide: Relevant plans</a> .	<input checked="" type="checkbox"/> Yes

## 14) Applicant declaration

By making this change application, I declare that all information in this change application is true and correct.  
 Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the responsible entity and any relevant affected entity or referral agency for the change application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*.

**Note:** It is unlawful to intentionally provide false or misleading information.

**Privacy** – Personal information collected in this form will be used by the responsible entity and/or chosen assessment manager, any relevant affected entity or referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the change application.

All information relating to this change application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

# PART 8 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE USE ONLY

Date received:  Reference number(s):

**QLeave notification and payment**

*Note: For completion by assessment manager if applicable*

Description of the work			
QLeave project number			
Amount paid (\$)		Date paid (dd/mm/yy)	
Date receipted form sighted by assessment manager			
Name of officer who sighted the form			

## **Annexure 2: Updated Proposal Plan**

# Proposed Reconfiguration of a Lot (1 Lot into 6 Lots plus Common Property)

501 - 505 Old Port Road, Craigie, described as Lot 303 on C2251

Plan No. 22-12.02 / Date: 27/01/26

16°32'1"S 145°28'1"E



16°32'4"S 145°28'1"E

16°32'4"S 145°28'4"E

A product of



Legend located on next page

\*Proposed boundaries and lot areas are approximate only



0 10 metres

Scale: 1:329

Printed at: A3

Print date: 9/2/2023

Not suitable for accurate measurement.  
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit <https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>



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