DOUGLAS SHIRE COUNCIL

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24 September 2026

Enquiries: Rebecca Taranto
Our Ref: MCUC 2026_6010/1(Doc ID)
Your Ref:

N D Arthurson
PO Box 715
MOSSMAN QLD 4873

Email: tim_n_me@bigpond.net.au

Dear Sir/Madam

ACTION NOTICE
(in accordance with Section 3.1 of the Development Assessment Rules)

Reference is made to the development application lodged with Council on 22/09/2026.

The application is not a properly made application in accordance with Section 51(5) of the *Planning Act 2016.*

Applicant Details

Name:	N D Arthurson
Postal Address:	PO Box 715 Mossman QLD 4873
Email:	tim_n_me@bigpond.net.au

Property Details

Street Address:	292 Bamboo Creek Road Bamboo
Real Property Description:	LOT: 14 SP: 204463
Local Government Area:	Douglas Shire Council

Application Details

Application Number:	MCUC 2026_6010/1
Nature of Development Proposed:	Material Change of Use (Code)
Description of the Development Proposed:	Material Change of Use-Code (Home based business-Swimming Tuition)

Reasons why the application is not properly made

The following is a statement of reasons why the application is not a properly made application:

- Mandatory supporting information has not been supplied / required sections of the forms have not been correctly completed.
- The applicable fee for administering the application has not been provided.

Actions to be undertaken

The following actions must be undertaken in order to make the application a properly made application:

1. Please provide a Planning Report addressing the codes relevant to the application. The codes relevant to the application include;

    - Environmental Management zone code;
    - Home Based Business code; and
    - Access, Parking and Servicing code;

    The abovementioned codes can be accessed through the *2018 Douglas Shire Planning Scheme* which is available on Council's website.

2. The required application fee is to be paid.

Due Date

Please note that in accordance with section 3.7 of the *Development Assessment Rules*, the application will be taken to have been not made if the above actions are not complied within 20 business days of this action notice unless otherwise agreed.

If the requirements within this notice are not undertaken within this period, Council will return the application and refund any paid application fee as soon as practicable.

The assessment period for the application will not commence until the application is taken to be properly made.

Other

Please quote Council's application number: MCUC 2026_6010/1 in all subsequent correspondence relating to this development application.

Should you require any clarification regarding this, please contact Rebecca Taranto on telephone 07 4099 9444.

Yours faithfully



For
Leonard Vogel
Manager Environment & Planning