

22 December 2023

Enquiries: Daniel Lamond
Our Ref: MCUC 2023_5563/1 (Doc ID:1202481)

Administration Office
64 - 66 Front St Mossman
P 07 4099 9444
F 07 4098 2902

K P Cullen & N G Biddle
C/- Urban Sync Pty Ltd
PO Box 2970
CAIRNS QLD 4870

Email: admin@urbansync.com.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 15/12/2023.

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

Applicant Details

Name: K P Cullen & N G Biddle
Postal Address: C/- Urban Sync Pty Ltd
PO Box 2970
CAIRNS QLD 4870
Email: admin@urbansync.com.au

Property Details

Street Address: 12 Murphy Street Port Douglas
Real Property Description: Lot 113 on PTD2094
Local Government Area: Douglas Shire Council

Application Details

Application Number: MCUC 2023_5563/1
Nature of Development Proposed: MCU - Material Change of Use
Description of the Development Proposed: Material Change of Use (Dwelling house)

Reasons why the application is not properly made

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

- 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:

- The required fee is to be paid. Copies of the application fee are attached to this notice.

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 2023_5563/1 in all subsequent correspondence relating to this development application.

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

Yours faithfully



Melissa Mitchell
Acting Manager Environment and Planning

DOUGLAS SHIRE COUNCIL

64-66 Front Street
PO Box 723 MOSSMAN QLD 4873
Telephone: (07) 4099 9444 Fax: (07) 4098 2902
Email: enquiries@douglas.qld.gov.au

ABN: 71 241 237 800

Urban Sync Pty Ltd

PO Box 2970
CAIRNS QLD 4870

TAX INVOICE

Invoice No: 196273
Invoice Date: 22/12/2023
Account No: 6000282.32
Please Pay By: Immediately
Amount Payable: \$358.00

Page 1 of 1

DATE	TAX INVOICE No.	DESCRIPTION	AMOUNT
22/12/2023	196273	<u>2023/5563 Material Change of Use (Dwelling house)</u> MCU-Domestic & Minor Development	358.00
		GST	0.00
		12 Murphy Street PORT DOUGLAS QLD 4877	

		Invoice Total (including GST if applicable)	358.00
Total Value non-taxable supply(s)			358.00
Total Value taxable supply(s) excluding GST			0.00
Total GST Payable			0.00

TOTAL Value Including GST

\$358.00



REMITTANCE ADVICE SLIP (Please return this slip with your payment)

Urban Sync Pty Ltd
PO Box 2970
CAIRNS QLD 4870

Payment Options:



By mailing this payment slip with your cheque to:
Douglas Shire Council
PO Box 723 MOSSMAN QLD 4873



In Person, at a
Douglas Shire Council Office



Online Payments
Payments can be made online through SecurePay using Mastercard or Visa Card. To make these payments go to www.douglas.qld.gov.au/payment-options and follow the prompts.



Billers Code: 140525
Ref: 0600282324

Telephone and Internet - BPAY
Contact your bank or financial institution to make this payment from your cheque, savings, debit card or transaction account. More info: www.bpay.com.au

ACCOUNT No.	INVOICE
6000282.32	196273

DUE DATE	AMOUNT DUE
Immediately	\$358.00

DOUGLAS SHIRE COUNCIL

64-66 Front Street
 PO Box 723 MOSSMAN QLD 4873
 Telephone: (07) 4099 9444 Fax: (07) 4098 2902
 Email: enquiries@douglas.qld.gov.au

ABN: 71 241 237 800

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PO Box 2970
 CAIRNS QLD 4870

TAX INVOICE

Invoice No.	196274
Invoice Date:	22/12/2023
Account No:	6000282.32
Please Pay By:	Immediately
Amount Payable:	\$3,142.00

Page 1 of 1

DATE	TAX INVOICE No.	DESCRIPTION	AMOUNT
22/12/2023	196274	2023/5563 Material Change of Use (Dwelling house) MCU-Domestic & Minor Development	3,142.00
		GST	0.00
		12 Murphy Street PORT DOUGLAS QLD 4877	
		Invoice Total (including GST if applicable)	3,142.00
		Total Value non-taxable supply(s)	3,142.00
		Total Value taxable supply(s) excluding GST	0.00
		Total GST Payable	0.00
TOTAL Value including GST			\$3,142.00



REMITTANCE ADVICE SLIP (Please return this slip with your payment)

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 PO Box 2970
 CAIRNS QLD 4870

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By mailing this payment slip with your cheque to:
 Douglas Shire Council
 PO Box 723 MOSSMAN QLD 4873



In Person, at a Douglas Shire Council Office

Online Payments



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ACCOUNT No.	INVOICE
6000282.32	196274
DUE DATE	AMOUNT DUE
Immediately	\$3,142.00