

3 September 2025

Enquiries: Rebecca Taranto
Our Ref: MCUC 2025_5818/1(Doc ID:1319326)

Administration Office
64 - 66 Front St Mossman
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T S Newman
18 Hibiscus Court
ROCKY POINT QLD 4873

Email: todmantours@bigpond.com

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 19/08/2025.

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

Applicant Details

Name: T S Newman
Postal Address: 18 Hibiscus Court
ROCKY POINT QLD 4873
Email: todmantours@bigpond.com

Property Details

Street Address: 18 Hibiscus Court ROCKY POINT
Real Property Description: Lot 28 on RP749732
Local Government Area: Douglas Shire Council

Application Details

Application Number: MCUC 2025_5818/1
Nature of Development Proposed: Material Change of Use (Code)
Description of the Development Proposed: Material Change of Use Code (Dwelling and garage)

Reasons why the application is not properly made

The following is a statement of reasons why the application for a Material Change of Use (Dwelling House) is not a properly made application.

- Sections of the Development Application Form 1 submitted with the application have not been completed or are incorrectly completed;
- The application does not include a planning report addressing the codes relevant to the application; and
- The required fee has not been paid.

Actions to be undertaken

Development Application Form 1

1. The incorrect type of development has been selected in Part 3- Development Details, Section 1- Aspects of development. Please amend and resubmit.
2. The following sections of the form need to be completed;
 - (a) Part 3- Development Details, Division 1- Material Change of Use; and
 - (b) Part 4- Assessment Manager Details.

Supporting Information

3. Mandatory supporting information has not been supplied. Please provide a planning report addressing the planning scheme codes relevant to the proposed development. The codes relevant to the development can be accessed through the *2018 Douglas Shire Planning Scheme* (Part 5, Table 5.6.d- Environmental Management zone).

Application Fee

4. Please pay the required fee.

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.

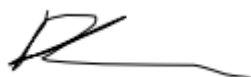
The assessment period for the application will not commence until the application is taken to be properly made.

Other

Please quote Council's application number: MCUC 2025_5818/1 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